

LONG TERM EXPERT /RESIDENT TAX EXPERT

DATA ANALYST

1. BACKGROUND

Through its technical assistance, research and country engagements, ATAF has identified a growing demand among member countries for guidance on the development and adoption of digital solutions that are fit for purpose, interoperable and aligned with institutional mandates. At the same time, countries require support to establish key enablers for success, including effective governance, capacity development and sustainable financing.

In response, ATAF has secured funding from the Gates Foundation to establish the Tax Administration Technology and Innovation Hub (“Innovation Hub”), which resides under the recently established Project Management Office (PMO). The Hub aims to foster collaborative innovation, reduce duplication in IT investments, and support more strategic decision-making on technology adoption. It will accelerate digital transformation through locally driven, scalable and sustainable solutions, strengthening domestic resource mobilization, fiscal resilience and inclusive growth across the continent.

The ATAF Innovation Hub will serve as a Continental Centre of Excellence, bringing together tax administrations, technology partners and development partners to design, prototype and scale digital solutions for revenue administrations. Building on ATAF’s strong peer-learning culture, the Hub will convert country-level innovations into modular, cost-effective public digital goods that can be adopted across jurisdictions, enabling faster deployment and improved compliance and revenue outcomes.

2. OBJECTIVES OF THE ROLE

The **Data Analyst** will support the ATAF Project Management Office (PMO) and Innovation Hub by generating data-driven insights that inform tax administration modernization, digital transformation, AI readiness, and ICT reform initiatives across ATAF member countries. The role will be responsible for collecting, analysing, interpreting, and visualising data to support institutional diagnostics, modernization roadmaps, technology adoption strategies, performance measurement, and evidence-based decision-making.

Working across multiple programmes and country engagements, the Data Analyst will contribute to the development of analytical frameworks, maturity assessments, monitoring

systems, and knowledge products that strengthen revenue administration effectiveness, operational efficiency, compliance management, and digital transformation outcomes.

3. SCOPE OF WORK AND DELIVERABLES

The Data Analyst's key responsibilities are:

A. Analytical, Diagnostic and Technical Support

- Collect, validate, clean, and analyse data from revenue administrations, programme activities, and technology modernization initiatives.
- Support institutional diagnostics and baseline assessments for tax administration modernization and digital transformation programmes.
- Conduct data-driven analyses of key tax administration functions, including taxpayer registration, filing, payment, audit, compliance risk management, debt management, and taxpayer services.
- Develop performance baselines, benchmarks, and maturity assessments for member countries.
- Identify operational inefficiencies, performance gaps, and opportunities for technology-enabled improvements.
- Produce analytical reports and recommendations to support reform interventions.

B. AI readiness and Digital Transformation Analytics

- Collect, validate, clean, and analyse data from revenue administrations, programme activities, and technology modernization initiatives.
- Support institutional diagnostics and baseline assessments for tax administration modernization and digital transformation programmes.
- Conduct data-driven analyses of key tax administration functions, including taxpayer registration, filing, payment, audit, compliance risk management, debt management, and taxpayer services.
- Develop performance baselines, benchmarks, and maturity assessments for member countries.
- Identify operational inefficiencies, performance gaps, and opportunities for technology-enabled improvements.
- Produce analytical reports and recommendations to support reform interventions.

C. ICT reform & Modernization support

- Support analytical assessments of existing ICT systems, business processes, and technology environments.
- Analyse system performance data and modernization requirements.
- Assist in evaluating technology solutions and digital platforms that support tax administration reform.
- Develop analytical inputs for ICT modernization strategies and enterprise architecture initiatives.
- Support data migration, system integration, and digital government initiatives through data analysis and reporting.
- Contribute to business case development for modernization and reform investments.

D. Data Management, Business Intelligence and Reporting

- Design and maintain PMO dashboards, scorecards, and management information systems.
- Develop automated reporting tools and visualizations using Power BI, Tableau, Excel, or similar platforms.
- Monitor programme KPIs, milestones, deliverables, and outcomes.
- Produce monthly, quarterly, and annual performance reports.
- Ensure data quality, consistency, and integrity across PMO and Innovation Hub initiatives.
- Develop data collection tools, methodologies, and reporting frameworks.

E. Monitoring, Evaluation and Knowledge Management

- Support results-based monitoring and evaluation of modernization and digital transformation programmes.
- Develop indicators and performance measurement frameworks.
- Monitor project outcomes and realization of benefits associated with modernization initiatives.
- Prepare analytical briefs, case studies, lessons learned, and knowledge products.
- Support ATAF peer-learning initiatives through evidence generation and data-driven insights.
- Maintain structured repositories of datasets, methodologies, reports, and analytical outputs.

F. Stakeholder Engagement and Advisory Support

- Collaborate with member-country focal points, technical experts, development partners, and workstream leads.
- Present analytical findings and recommendations to technical and non-technical audiences.
- Support workshops, training programmes, technical missions, and validation exercises.
- Translate complex analytical findings into accessible reports, presentations, and decision-support materials.
- Provide analytical support to PMO programme planning and implementation activities.

4. REPORTING

- The Expert will report to the Head of Project Management Office.
- The assignment will involve periodic travel, with all travel costs covered by ATAF.
- Works closely with: ATAF Innovation Hub, Digitalisation Experts, Tax Administration Experts and Technical Workstream Leads.

All information, databases, and knowledge resources, including briefings, reports, proceedings, articles, essays, etc., issued by and for ATAF, will remain the property of ATAF and will require permission for use and disclosure.

5. QUALIFICATIONS AND EXPERIENCE

Qualifications

- Bachelor's Degree in Data Science, Statistics, Computer Science, Information Systems, Mathematics, Economics, Business Analytics, Data Analytics, or related discipline.
- Professional certifications in Data Analytics, Business Intelligence, SQL, Power BI, Tableau, Python, AI, Machine Learning, or Project Monitoring and Evaluation will be advantageous.

Experience

- Minimum 3 years of relevant experience in data analytics, business intelligence, monitoring and evaluation, digital transformation, ICT programmes, or related analytical roles.
- Experience supporting public sector reform, tax administration modernization, digital government, or technology transformation programmes.
- Experience developing dashboards, KPIs, performance measurement frameworks, and analytical products.
- Experience working with large datasets, databases, and data visualization tools.
- Experience supporting donor-funded or multi-country development programmes will be advantageous.

Technical Competencies

- Advanced data analysis and statistical analysis skills.
- Strong proficiency in Power BI, Tableau, Excel, SQL, and data visualization tools.
- Knowledge of Python, R, or similar analytical programming languages.
- Experience with database management and data governance concepts.
- Knowledge of AI, machine learning, predictive analytics, and digital technologies.
- Ability to develop indicators, dashboards, and performance monitoring systems.
- Ability to synthesize complex data into actionable recommendations.
- Understanding of tax administration operations and modernization challenges.
- Knowledge of digital transformation and ICT reform methodologies.

Communication Competencies

- Excellent written and verbal communication skills.
- Strong report-writing and presentation abilities.
- Ability to communicate analytical findings clearly to technical and executive audiences.
- Strong stakeholder engagement and facilitation skills.
- Proven data storytelling and visualization capabilities.
- Excellent writing skills for reports, briefs, and presentations.
- Ability to communicate clearly with technical and non-technical stakeholders.
- Professional, concise, and structured communication style.

Behavioural Competencies

- Strong analytical and problem-solving skills.
- Collaborative and adaptable, with excellent stakeholder engagement capabilities.
- Self-motivated, with the ability to work independently in dynamic environments.

- Cultural awareness and understanding of African institutional contexts.
- Demonstrated interest in technology trends and their application
- Willingness to travel.

6. PERIOD OF ASSIGNMENT

The Long-Term Expert will be **engaged on a full-time basis** for an initial period of 24 months, based at the **ATAF Headquarters in Lynnwood Pretoria** from the start date, with the possibility of extension for an additional 24 months, subject to performance and funding availability.

Application

7. SUBMISSION OF EXPRESSION OF INTEREST

Interested candidates who meet the requirements are invited to submit their applications by completing the online application form available at the link below:

Application Link:

→ [Data Analyst – Fill out form](#)

Closing Date:

EOIs must be submitted by **11 September 2026**

8. EVALUATION CRITERIA

No	Description of evaluation criteria	Maximum points
1	Technical Competence: Data analytics, statistical analysis, business intelligence, dashboard development, AI readiness assessment, ICT modernization analytics, Power BI/SQL/Python proficiency	40
2	Professional experience: Relevant years of experience in data analysis • Ability to support digital transformation, ICT reform, modernization programmes, performance monitoring and evaluation	30
3	Qualifications & Certifications	20
4	Functional Capability: Communication, stakeholder engagement, problem solving, innovation, knowledge management and delivery under pressure	10
Total:		100