



Employment Opportunity

“Taxation Policy and Analysis” Specialized Trainer

PCAsia is seeking an energetic and motivated candidate to fill the position of Specialized Trainer of a high profile and dynamic organization.

PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia (PIC) founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia, and encouraged through an MoU with the ASEAN Inter-parliamentary Assembly (AIPA) and the adoption of resolutions by AIPA’s General Assembly. The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each Parliament. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

ROLE OF DEPARTMENT

The training of Parliamentary staff is at the core of PCAsia’s mission, and the Capacity Development (CD) department is responsible for carrying out the majority of this work. CD handles curriculum and syllabus design for many training programs, and its staff provides practical training according to their respective expertise for most of the training programs. With the transition to blended learning and learning by distance, CD staff increasingly play a facilitation role, working with external experts to design and deliver content suitable for digital platforms, then working with trainees to complete the related assignments.

Other responsibilities include researching, the mentoring and quality control of research products produced by the trained parliamentary researchers, and providing quality control technical advice with regards to newly-trained parliamentary staff members when back working in their institutions of provenance in applying their newly-acquired skills.

BACKGROUND INFORMATION ON THE FISCAL ANALYSIS CAPACITY TRAINING PROGRAM

PCAsia-Fiscal Analysis Capacity Training (FACT) program is offering the second phase training on fiscal analysis for Parliamentary staff from AIPA member Parliaments. Participants will increase the skills to produce reference information on budget analysis and fiscal issues to assist parliamentarians in reviewing the nation’s finance and appropriations bills and making responsive budget legislation and policies. The program consists of three training modules,

starting from basic level and moving onto more intermediate topics and skills, running from July 2021 to December 2022. The program has selected a total of 17 parliamentary staff to participate in the training (16 from Cambodia, 1 from Lao PDR).

POSITION DESCRIPTION

To be able to undertake this task with high quality and relevance, FACT program needs a specialized trainer to provide a training course on “Taxation Policy and Analysis” to the FACT program participants. This course is expected to equip the trainees with a deep understanding of taxation theory, tax policy framework and its relevance to public finance. To be in line with the program objective, the training is expected to capture the role of taxation in the stage budget and fiscal policy perspectives.

The role of the specialized trainer is to deliver the course on Taxation Policy and Analysis aimed at creating measurable improvements of the participants in understanding and analysis of tax principles, relevant impacts and policies. The trainer is required to teach, coach, monitor progress, and provide in-class evaluation. The objectives of the training are as follows:

- To deliver a training course on Taxation Policy and Analysis that includes both theoretical and practical concepts
- To equip the trainees with knowledge and understanding of the relationship between taxation and fiscal frameworks and policy
- To equip the trainees with the knowledge and understanding of what role taxation plays in the state budgeting process
- To apply relevant sources of tax updates and data for practical research/report writing, monitoring and evaluation

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

The specialized trainer is expected to:

- Design the detailed course syllabus/curriculum on Taxation Policy and Analysis; adjusted for the ASEAN context
- Produce training materials including practical exercises to meet the identified needs of the trainees, adopting a varied, interactive and practical approach
- Deliver and administer the training for effective learning, with pre and post-tests for the course
- Administer at least one individual written assignment with coaching when necessary
- Provide detailed feedback and in-class evaluation (test, homework, quiz, assignment) - mid-term, and final term.
- Provide additional support (apart from the training sessions if necessary) according to trainees’ initial capacity to ensure learning progress

- Produce a final evaluation report after completing the course including challenges and lessons for improvement
- Collaborate constructively with the FACT program team to ensure the training is effective

TIMEFRAME

- Course duration: 45 hours, during February and March 2022
- Training delivery: by distance, 2 days per week of 3-hour sessions using Zoom and Moodle (face-to-face sessions may be included if possible)

EXPECTED DELIVERABLES/OUTPUTS

The outputs to be produced from the training service are:

- Course syllabus/curriculum and course outlines on Taxation Policy and Analysis to meet the above objectives
- Result of change (to measure progresses) through the pre and post-test evaluations
- Training materials (including slide presentations, practical exercises, homework, written assignment)
- A list of reading materials to support the training (textbooks, data sources, additional reading materials, glossary)
- Training delivery within the suggested timeframe
- Report of the training including progress assessment and recommendations for future improvement.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- A Master degree or higher in Economics, Public Finance, Development Economics or related fields. PhD is preferable
- A minimum of five years of experience in providing training/lectures, producing research and/or working on taxation, national budget, public financial management, economic policy analysis or related fields
- Experience in designing and administering training courses, developing training materials and assessing progress of students
- Understanding of economic and social issues in the ASEAN context would be an advantage
- Strong spoken and written English proficiency

Application Information

Interested applicants should send a cover letter and CV to job@pcasia.org with Specialized Trainer on “Taxation Policy and Analysis to the FACT program”, in the subject line. Fee expectation should be indicated separately. The application deadline is 28 January 2022. Only short-listed candidates will be contacted.