



JOB PROFILE

1. JOB DESCRIPTION

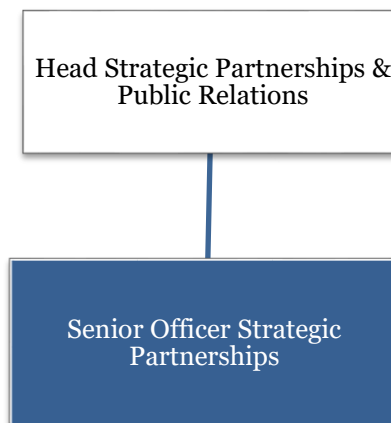
Job Title:	Senior Officer Strategic Partnerships
Work Location:	RSL Head Office
Division:	CG's Office
Paterson Grade: C3	Last reviewed: April 2024

2. JOB PURPOSE

Responsible for coordination and maintenance of strategic partnerships and networks through effective execution of strategic partnerships strategies and programs aimed at enhancing stakeholder collaboration and trust.

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with one (1) level above



4. KEY RESPONSIBILITIES

Key Performance Areas

Duties and Responsibilities:

Strategic Partnership Coordination

- Coordinate establishment of strategic partnerships with stakeholders for mutual understanding of both parties' needs and requirements.
- Maintain relationships by implementing agreed strategies, frameworks and programs and keeping effective communication channels.
- Implement a stakeholder management framework and strategy and supporting processes and structures for the RSL.
- Facilitate strategic engagement forums and make follow ups for participation and implementation of the resolutions/agreements.
- Develop, implement and evaluate the effectiveness of the strategic partnerships, strategies and plans and recommend appropriate interventions.
- Communicate and liaise with strategic partners using appropriate methods to facilitate sustainable relationships.
- Keep abreast with legislation and guidance relevant to the partnership and policy agenda.
- Communicate with divisions to profile and identify potential strategic partners to be engaged by the RSL and update the database continuously.
- Coordinate strategic partnership meetings for development and review of RSL MOUs and safekeep the agreed documents.

<p>International Coordination</p>	<ul style="list-style-type: none"> ➤ Maintain international relations of the RSL by facilitating events and meetings between the Revenue Service and other international organizations. ➤ Coordinate participation of the RSL in the international forums/ mission and study tours ➤ Facilitate contact and communication regarding international relations and protocol issues. ➤ Facilitate payment of International Subscription Fee.
<p>Reporting</p>	<ul style="list-style-type: none"> ➤ Provide monthly and quarterly reports on implementation of unit initiatives for accountability and performance monitoring.

<p>5. Work Conditions</p>	
<ul style="list-style-type: none"> ➤ Travelling ➤ Electronic mail ➤ Extended hours ➤ Meetings/Conferences ➤ Indoor work 	

6. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Qualifications	Bachelor's Degree in International Relations /Stakeholder Management /Public Relations/Communications or any related Social Science Degree
-----------------------	--

2. Experience *(minimum necessary experience required)*

Degree	Three (3) years' work experience in stakeholder management, preferably in a Public or International Organisation, two (2) of which must be experience working with International Stakeholders
Any related Social Science Degree	Five (5) years' work experience in stakeholder management, preferably in a Public or International Organisation, three (3) of which must be experience working with International Stakeholders

3. Training *(essential training necessary in addition to the above experience to perform the job)*

- Basic taxation and Customs
- Advanced computer skills
- Advanced language (English) courses
- Stakeholder Management
- International Relations
- Diplomacy and etiquette
- Communication Skills Course
- Minutes Taking Course
- Service Excellence

4. Generic Competencies

Team Player: willing to work in corporation with others to achieve a common goal

Agility: dynamic and a possibility-oriented thinking

Service Culture: prioritizing customer service in all business activities, decisions and every day operations

Communication: continuous exchange of knowledge, information and ideas in order to clarify, persuade, influence, engage and build trust

Accountability: taking ownership; holding oneself accountable for delivery; leading in action to resolve issues, open to feedback and critique

Change Agent: proactively identifying and driving change in their area; strong change manager

Conflict Resolution: mediate and resolve issues within the team and other stakeholders

Business Acumen: keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

5. Professional Certification

Any relevant and recognized professional certification (*an added advantage*)

6. Core Competencies

Behavioral Competencies

- Collaboration
- Problem solving
- Interpersonal skills
- Conflict resolution
- Follow-through
- Communication

Functional Competencies (Technical)

- International Relations
- Stakeholder Management
- Communications skills
- Events Management /Coordination
- Data Analytics

7. Values

- Assertiveness
- Boldness
- Diversity embracing
- Networked
- Service first
- We care

- Risk taking
- We are responsive
- Shared ownership
- Agility and flexibility with healthy change appetite
- Team-work/ connectedness