



<b>Job Title:</b>	Informal Revenue Manager	<b>Reporting To:</b>	Director of Informal Sector Revenue Generation
<b>Start Date:</b>	November 2015	<b>Years in Career:</b>	8 years
<b>Direct Reports:</b>	3	<b>Education:</b>	MSc/MA
<b>Term:</b>	Permanent Position		

**About the Role** The Informal Revenue Manager, under administrative direction of the Director of Informal Sector Revenue Generation, plans, organizes, directs and supervises the revenue collection functions in all ramifications as they pertain to markets, artisans and professionals in the informal sector. This role is the main funnel through which feedback from the Regional Coordinators and Office Heads in the Field is distilled, categorized and analyzed into useful business intelligence.

This role is one of the 3 main roles whose performance assessment is directly tied to the goal of widening the taxable base of the KWSG through the all-encompassing inclusion of all micro, small and medium enterprises. Therefore not only is it critical to KWSG’s fiscal sustainability, it is critical for more responsive and higher impact program planning by the KWSG.

**Specific Tasks** Specific tasks are divided into the following categories and include:

- 1) Provide billing and collection data and analysis to assist Director of Informal Sector Revenue Generation in forecasting the sector’s expected and/or desired revenue (per category i.e. markets, artisans, and professionals);
- 2) Participate in and support the preparation of a variety of studies, reports and projections relating to current and long-range sector revenues, and develop related recommendations;
- 3) Compute billing; analysis/review and strategy for collection of delinquent accounts; and preparation of summaries.
- 4) Convert policy to action by planning, organizing and directing the programs and activities related to the informal sectors revenue collection and/or development of revenue generating activities;
- 5) Prepare and distribute regular analytical management reports (including billing, collection and aging of account balances) to other Regional Coordinators for their awareness and as a regional goal-setting resource;
- 6) Act as a liaison among KS-IRS functions that involve compliance outreach activities, education, and volunteer programs, and the informal sector community;
- 7) Travel to the regional field officers and other areas where informal actors converge to sustain relationships and collect critical business/decision-making intelligence;
- 8) With the field information, assist Directors, Executive Chairperson and other MDAs to in revenue projects and investment activities that will directly impact the informal sector.

**Education**

- 1) MA/MSc in economics, finance, general management, and/or organizational behavior
- 2) Other professional development courses will be considered as assets.



- Professional Experience**
- 1) 8 years
  - 2) Tax collection and/or management
  - 3) Demonstrable evidence of community involvement and leadership in several programs either sponsored by KWSG or independent.
  - 4) Demonstrated supervisory abilities (instructing, planning, and motivating) through experience in directing and organizing program activities.
  - 5) Clear experience and knowledge about the region under application, informal sector commercial practices therein, and techniques that have been successful in identifying players, and the collection of delinquent loans.
  - 6) Demonstrable proficiency in developing strategic relationships with trade unions/associations, and the community.
- Required Skills**
- 1) Proficient in Microsoft systems, e.g., Word, Access, Excel, PowerPoint.
  - 2) Clear understanding of both motivations and requirements of key players that will impact KS-IRS.
  - 3) Fluency in written and spoken English required, Excellent written and verbal communication skills;
  - 4) Excellent interpersonal and intercultural skills
  - 5) High level of digital literacy and familiarity with database management systems
  - 6) Proven ability to work under pressure, ensure coherence and consistency, independently, and meet deadlines consistently.
- Personal Attributes**
- 1) High ethical standards and fiduciary duty. The incumbent will view and possess significant confidential information regarding all aspects of our finances. High levels of discretion, integrity and judgment are required.
  - 2) Keen analytic, organizational and problem solving skills which allows for strategic data interpretation versus simple reporting.
  - 3) Knowledge of the political environment and decision making factors, but courage to maintain objectivity and stay on track by managing up.
  - 4) Personal credibility and integrity.
  - 5) Self-confidence and respect for others, regardless of position, and willingness to work as a team member/leader.
  - 6) Ability to articulate positions concisely and quickly, in a manner that is useful and easily understood by all stakeholders.
  - 7) Demonstrated ability to be an effective leader in a multi-disciplinary environment.
  - 8) Excellent interpersonal skills, with ability to communicate and interact effectively at all levels of the organization.