



## VACANCY ANNOUNCEMENT

### **PROGRAM OFFICER, POLICY & RESEARCH**

<b>Position Title:</b>	Program Officer, Policy, and Research
<b>Department/Programme:</b>	Programs
<b>Line Manager:</b>	Programs Manager
<b>Direct Reports:</b>	Program Interns(s); Program Assistant(s)
<b>Contract Duration:</b>	2 years (with the possibility of renewal based on performance).
<b>Duty Station:</b>	Nairobi

#### **ABOUT TISA**

TISA (*The Institute for Social Accountability*) is a national civil society organization committed to realizing sound policy and good governance in Kenya. TISA registered as a trust, has been operational since March 2008. It continues to engage with various relevant state and non-state actors in its quest to promote effective local governance in Kenya. TISA has built considerable expertise and networks in local government, participatory governance, advocacy strategies, capacity building and practice learning while growing in experience and capacity in developing capacity-building tools and curricula in these areas.

#### **JOB PURPOSE**

The **Program Officer, Policy & Research** will provide coordination, research, and policy support to TISA Programs. This includes consulting, gathering, and analyzing data to help decision-makers develop and shape policy.

The Officer will also lead and coordinate TISA's policy-related engagements at national and county levels along the strategic focus areas, including public accountability and inclusive people's economies. In realizing this mandate, the Program Officer, Policy & Research will liaise with a range of internal and external stakeholders, members of the public, government, and the media.

#### **Duties and Responsibilities**

- Provide legal and policy advice and analysis to TISA's focus areas under Public Accountability and Inclusive Peoples Economies and other human rights-based social accountability areas.
- Lead and support development of research, analysis, advocacy, training, and standard-setting activities for different policy initiatives.
- Monitor developments at the national, regional, and international level of relevant standards, policies and practices and identify opportunities for strategically important advocacy by TISA and lead support on such advocacy.
- Support the TISA's strategic litigation initiative, especially on constitutionalism, devolution, public finance management, access to information and public participation.
- Collaborate with other TISA program teams to conduct timely and appropriate narrative and financial reporting with respect to all activities and grants related to TISA's legislative, policy and litigation work.

- Ensure timely submission of monthly, quarterly, and annual reports related to TISA’s litigation work.
- Coordinate program activities, including meetings, forums, workshops, training and production of reports or minutes to it—management of relevant program budgets related to TISA’s policy work.
- Develop workplans and schedules and ensure their successful implementation to realize TISA’s strategic goals.
- Collaborate with the team to ensure the accuracy and relevance of policy briefs.
- Work as part of a broader policy and communications team to successfully formulate, deliver and communicate policy initiatives and maintain relationships with key stakeholders on policy matters.
- Collaborate with the Programs team to support evidence-based advocacy by providing well-documented and researched materials.
- Participate in internal meetings, workshops, and conferences to share knowledge and insights from policy research and documentation.

**Required Skills and Experience**

- A Bachelor’s degree in Law.
- An advocate of the High Court of Kenya
- A minimum of 4 years’ experience in project management.
- Previous experience working in an NGO within the governance context.
- Proven experience in policy research, development, and analysis within social accountability, advocacy, anti-corruption, research, public sector accountability or related areas.
- Excellent research, analytical, and report writing skills with keen attention to detail.
- Demonstrated ability to work collaboratively in a team environment and liaise effectively with external stakeholders.
- Proficiency in MS Office Suite and other relevant software for research and documentation.
- Strong organizational and time management skills with the ability to prioritize and meet deadlines.
- Excellent verbal and written communication skills, with the ability to convey complex information clearly and concisely.

**Personal Attributes/Competencies**

**Creating & Innovating**

- Produces new ideas, approaches, or insights; creates innovative programmes; produces a range of solutions to problems; seeks opportunities for organisational improvement; devises effective initiatives.

**Learning and Researching**

- Rapidly learns new tasks committing information to memory; gathers comprehensive information to support decision making; demonstrates a rapid understanding of newly presented information; encourages organisational learning approach; manages knowledge (collects, catalogues, and disseminates knowledge).

**Delivering Results**

- Applies specialist technical expertise; develops job knowledge through continuous professional development; shares expertise and knowledge with others.

- Sets high standards for quality; monitors and maintains quality and productivity; works systematically, methodically, and orderly; consistently achieves project goals.
- Works productively under pressure; controls emotions during difficult situations; maintains a positive outlook; handles criticism well and learns from it.

### **Adapting to change**

Adapts to changing circumstances; accepts new ideas; adapts interpersonal style to suit different people and situations; shows sensitivity towards cultural and religious differences; deals with ambiguity and uses the opportunities it presents.

### **HOW TO APPLY**

Interested and qualified candidates are required to **complete the pre-submission questionnaire by clicking on this link [TISA Pre-screen Questionnaire](#)**. Thereafter they are requested to **submit one document** containing the cover letter and their CV with at least three professional referees by via email to [hr@tisa.or.ke](mailto:hr@tisa.or.ke). Please include the reference: ***“Program Officer, Research & Policy”*** as the subject of the email application.

Applications accepted on a rolling basis until the position is filled. Only shortlisted candidates will be contacted.

***TISA is committed to safeguarding and promoting the welfare of children and vulnerable adults. We expect all staff, volunteers, and partners to share this commitment.***