



International Institute
For Legislative Affairs

JOB OPPORTUNITY

JOB TITLE: PROGRAMME OFFICER- POLICY DEVELOPMENT
DEPARTMENT: PROGRAMMES
REPORTS TO: Chief Executive Officer (CEO)

ABOUT IILA

The International Institute for Legislative Affairs (IILA) is a not-for-profit organization that works closely with Policy making institutions, Government Departments, Members of Parliament and other stakeholders in the legislative process to draft and advocate for pro-people policies and legislation.

POSITION SUMMARY

This is a great opportunity for the interested candidates to play a role in the development of quality and responsive 'pro-people' policies and legislation in line with our vision of "A Just Society Governed by Fair and Righteous Laws" and our mission of enhancing the legislative process in Kenya by providing technical support to law making institutions and other stakeholders.

This position heads the Policy Development Programme and leads the programme functions of policy and legislative research and analysis, review of policies, Bills and other legislative documents, drafting legislation and engaging relevant institutions to advocate on IILA's areas of interest. The position reports to the Chief Executive Officer (CEO).

FUNCTIONS OF THE POLICY DEVELOPMENT PROGRAMME

- Organizational lead for parliamentary (National Assembly, Senate and the County Assemblies) engagement
- Conduct legislative research and analysis to document evidence for IILA's legislative advocacy work
- Draft and review Bills, policies and other legislative documents in areas of IILA interest
- Identify areas for IILA's engagement within the legislative process
- Lead policy and legislative capacity development
- Strengthen institutional networks and partnerships with other organizations in the legislative space
- Lead coordination and implementation of assigned projects, and collaborate with other Programme Officers in the organization in implementing organizational projects and programmes as required
- Lead resource mobilization for policy development programme and legislative engagement components of IILA work

ROLES AND RESPONSIBILITIES OF THE POSITION

The Programme officer- Policy Development Officer will be responsible for designing, implementation and overall management of the Programme's activities in consultation with Chief Executive Officer, in collaboration with other IILA Programmes and in line with IILA's objectives. The position will work directly with IILA's policy and legislative partners, including policy and legislative making institutions, specific government ministries and agencies,

members of National and County Assemblies, and other relevant actors in the policy and legislative process. Specific responsibilities include, but are not limited to:

- i. Providing technical, strategic guidance and leadership to the programme
- ii. Leading the design, execution and monitoring of programme plans and activities to ensure effective delivery in line with organizational objectives;
- iii. Expanding the current projects under the programme and conceptualize new ones
- iv. Prioritizing areas of research and analysis to address identified policy and legislative gaps and opportunities for ILLA intervention;
- v. Co-ordinating the review of relevant existing policies, Bills and other legislative documents and drafting of new legislative proposals; when needed
- vi. Developing and undertaking policy and legislative capacity development for ILLA's partners and stakeholders in the policy and legislative process; and as required within ILLA's projects
- vii. Initiating resourcing strategies that respond to programme goals and targets and supporting organizational fundraising efforts
- viii. Coordinating administrative and logistical aspects of the programme
- ix. Leading the preparation of programme implementation reports and schedules in line with ILLA internal policies and in compliance with contractual agreements with ILLA funders
- x. Coordinating external relationships through networking and partnership opportunities with individuals and institutions relevant to the programme goals
- xi. Undertake any other duties as assigned by the immediate supervisor and/ or the Chief Executive Officer

QUALIFICATIONS AND EXPERIENCE REQUIRED

- ✓ Minimum Bachelor's Degree in Law;
- ✓ Knowledge and understanding of policy and legislative issues and processes in Kenya
- ✓ At least 3 years' experience in the NGO sector in the advertised or similar capacity;

COMPETENCIES

- Familiarity with concepts and processes of policy formulation and development, social and economic rights, national (including sub- National) and global policy making
- Solid understanding of the environment in which ILLA operates as well as commitment to and understanding of ILLA's vision, mission and values
- Excellent written and verbal communication skills
- Strong networking and inter- personal skills
- Proven skills in legislative drafting will be an added advantage

REMUNERATION

Remuneration will be according to ILLA salary scale and policies.

APPLICATION PROCESS

Interested candidates who satisfy the above requirements should forward their application/ cover letter and CV to the CEO, International Institute for Legislative Affairs at ilakenyarecruitment@gmail.com. Applications will be considered on a rolling basis.