



International Institute  
For Legislative Affairs

## JOB OPPORTUNITY

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**JOB TITLE:** ASSISTANT PROGRAMME OFFICER- POLICY DEVELOPMENT  
**DEPARTMENT:** PROGRAMMES  
**REPORTS TO:** PROGRAMME OFFICER- POLICY DEVELOPMENT

### 1. 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.

### 2. POSITION SUMMARY

This is a great opportunity for the interested candidates to support 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 is housed under the Policy Development programme and contributes to the programme functions of policy and legislative research and analysis, review of existing 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 Programme Officer- Policy Development.

### 3. FUNCTIONS OF THE POLICY DEVELOPMENT PROGRAMME

- Organizational lead for parliamentary (National Assembly, the 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
- Collaborate with IILA's Capacity Building Programme on policy and legislative capacity development of different stakeholders in the policy and legislative process
- Strengthen institutional networks and partnerships with other organizations in the legislative space
- Lead resource mobilization for legislative engagement components of IILA work

### 4. ROLES AND RESPONSIBILITIES OF THE POSITION

- i. Assist in execution and monitoring of programme activities to ensure effective implementation
- ii. Support the expanding of current projects under the Policy Development programme and conceptualize new ones
- iii. Support research and analysis components of the programme to identify legislative gaps and opportunities for IILA intervention
- iv. Contribute to review of relevant existing policies, Bills and other legislative documents and drafting of new legislative proposals; when needed

- v. Assist in the preparation of programme implementation plans and reports
- vi. Coordinate administrative and logistical aspects of the programme
- vii. Support in resource mobilization for the programme
- viii. Undertake any other duties as assigned by the immediate supervisor and/ or the Chief Executive Officer

#### **5. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- ✓ 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;

#### **6. 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 IILA operates as well as commitment to and understanding of IILA'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

#### **7. REMUNERATION**

Remuneration will be according to ILA salary scale and policies.

#### **8. 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 [info@ilakenya.org](mailto:info@ilakenya.org) by **Close of Business 31<sup>st</sup> January 2019**. In the subject of your email write your name and the position you are applying for.