



PROGRAMME OFFICER: RESEARCH AND CAPACITY BUILDING

About Katiba Institute

Katiba Institute (KI) is a research and litigation institution established in 2011 with the mission of supporting the implementation of Kenya's 2010 Constitution, resisting efforts to undermine that Constitution, and assisting in developing a culture of constitutionalism in Kenya. It undertakes constitutional research, comments on policy and laws from a constitutional perspective, and publishes books and other material on the Constitution. Much of its work involves litigation to enforce constitutional rights and ensure the proper performance of constitutional duties and responsibilities. KI also fosters the spirit of constitutionalism in the East African region by promoting the exchange of academic discourse on constitutional issues and working with like-minded organizations to secure greater freedoms in the East African Region.

KI is registered as a company limited by guarantee, is headed by an Executive Director, and has a distinguished Board. It operates under three departments: the Public Interest Litigation (PIL) Unit, Research and Publication with Civic Education and Capacity Building, and Finance and Operations. Staff in the various departments do not work in silos but operate in a consultative and cooperative manner.

About the Position

The Programme Officer will work under the supervision of the Programme Manager with the mandate of contributing towards the realization of the vision of the programme and the Institution. The Officer will be expected to commit to KI's values and objectives and comply with Katiba Institute policies, including maintaining the confidentiality of KI information during and beyond the tenure of their employment contract.

KI also seeks an individual who will devote their time and attention during business hours to discharge duties as assigned and diligently serve and promote the interests of KI, including travelling locally when necessary.

Key duties and responsibilities

- Contribute towards shaping a coherent vision for the research and publications programme;
- Support the development of KI's research and publication profile;
- Undertake desktop and field-based research on topical issues as determined by KI;
- Support and promote the dissemination of research products, including through dissemination of publications and presentations at local and international seminars, workshops and conferences;
- Provide training for communities, CSOs and government institutions
- Work with KI staff and consultants to ensure compliance with KI's policies on research quality and regulatory compliance;
- Assist in developing and strengthening partnerships with research institutions, government entities, civil society institutions, and international agencies;
- Assist in resources mobilization to develop KI's research and publication capabilities;
- Assist in the development and implementation of a sustainable and effective communication and dissemination strategy for KI's knowledge products;
- Assist in the development and implementation of the work plan of the Research and Publications Programme;
- Monitor assigned programmatic budgets to ensure the prudent use of KI resources and
- Undertake all such other functions as may be directed by the management and that are within the mandate of the organization and complimentary to the above responsibilities.

Qualifications

- A degree in law, social sciences or political studies or other relevant degree;
- Possession of a Master's degree in a relevant area will be an advantage;
- At least four (4) years of work experience in project management research, writing, and communicating on a range of different constitutional, human rights, and the rule of law issues;
- Excellent communication and writing skills in English and Kiswahili.
- Experience in resource mobilization will be an added advantage;
- Advanced skills with Microsoft Office platforms (Word, Excel, PowerPoint, Outlook)
- Strong and demonstrable research skills, using paper and electronic resources;
- Significant experience in working with communities and civil society organizations in Kenya;
- Conviction in and commitment to constitutionalism and principles of human rights;
- Ability to quickly grasp new and complex concepts;
- Ability to work under pressure and as part of a team;

- Ability to balance priorities and co-ordinate work effectively to meet deadlines and deal with heavy workloads; and
- Sound judgment and temperament to enable interaction with persons from all sectors of society.

Submission of Application:

Please email a cover letter, curriculum vitae and contacts of three referees to: careers@katibainstitute.org. Include 'Programme Officer: Research and Capacity Building' as the subject of your email. The application should reach us by **11 pm on Friday, 19 May 2023**.

Katiba Institute is an equal-opportunity employer. Only shortlisted candidates will be contacted.

Katiba Institute does not solicit fees for any job advertisement.