



DEVOLUTION AND RESEARCH OFFICER

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 policies 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 organisations to secure greater freedoms in the East African Region.

KI is registered as a company limited by guarantee. It is headed by an Executive Director and has a distinguished Board. It operates under three departments: Public Interest Litigation (PIL), Research and Publication with Civic Education and Capacity Building, and Finance and operations. Staff in the various departments operate in a consultative and cooperative manner.

About the Position

With the promulgation of the Constitution of Kenya in 2010, Kenyans voted for a decentralised form of government, ushering in 47 county governments and one national government. Under Article 10 of the Constitution, sharing and devolution of power are national values and principles of governance. Article 174 of the Constitution also recognises the objects of devolution to include promoting the democratic and accountable exercise of power as well as giving powers of self-governance to the people and enhancing the people's participation in exercising the powers of the State and making decisions affecting them. In voting for a devolved system of government, Kenyans sought a more "equitable distribution of national resources and an end to development inequalities between regions of the country, fuelled largely by ethnicity."¹

Since the operationalisation of devolution in March 2013, there have been many notable achievements, including the enactment of laws and policies governing

¹ Wanyande, Peter, and Tom Mboya. 'Devolution: the Kenya case.' (2013): 149-161 at 149 (available at https://www.hss.de/download/publications/Federalism_2016_10.pdf).

devolution at the national and county levels and the establishment of institutions – including the County Governments, County Public Service Boards, County Assembly Service Boards, intergovernmental relations structures, Council of Governors and County Budget and Economic Forums.

Promoting the values and principles of devolution is one of KI's strategic objectives, and research is a core strategy used to achieve this objective. Katiba Institute seeks to engage a Devolution and Research Officer who will provide leadership in implementing KI's priority interventions under the Devolution pillar of the strategic plan. The Officer will work closely with the Programmes Manager to operationalise the organisation's research unit and contribute towards the realisation 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 KI's policies. KI also seeks an individual who will devote time and attention during business hours to discharge duties as assigned and diligently serve and promote KI's interests, including travelling locally and abroad when necessary.

Key duties and responsibilities

- Participate in the development of systems and structures for KI's work on devolution and research work, respectively.
- Continuously monitor and advise KI on matters relating to devolution, including reviewing existing and proposed laws and policies and providing briefs on technical issues relating to devolution.
- Provide training for communities, civil society organisations and government institutions on devolution and other topical issues.
- Build networks and liaisons with partners/stakeholders in the constitutional implementation process on devolution matters.
- Contribute towards shaping a coherent vision for research and publications.
- Develop and implement a work plan to enhance KI's devolution and research work.
- Undertake desktop and field-based research on devolution and other topical issues determined by KI.
- Assist in programmatic reporting on the implementation of research and devolution projects.
- Represent KI at meetings relating to devolution and present KI's position on issues relating to devolution.
- Ensure the development and sustainability of an effective communication and dissemination strategy for KI's work and knowledge products.
- 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 institutions, government entities, civil society institutions, and international agencies.

- Assist in resource mobilisation to advance KI's devolution and research capabilities.
- Monitor assigned programmatic budgets to ensure the prudent use of KI resources.
- Undertake all such other functions as may be directed by the management and that are within the mandate of the organisation 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 added advantage.
- Excellent knowledge, understanding and interpretation of the Constitution and the Kenyan devolved system of government.
- At least five (5) years of work experience in devolution, project management, research, writing, and communicating on various constitutional, human rights, and the rule of law issues.
- Strong and demonstrable research skills and experience using paper and electronic resources. Excellent oral and written communication skills in English and Kiswahili.
- Experience in resource mobilisation will be an added advantage.
- Advanced skills with Microsoft Office platforms (Word, Excel, PowerPoint, Outlook).
- Notable experience in working with communities and civil society organisations 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 coordinate work effectively to meet deadlines and manage a heavy workload.
- Sound judgment and temperament to enable interaction with people from all sectors of society.

Submission of Application

Please email a cover letter, curriculum vitae, and contact information of three referees to careers@katibainstitute.org. Include "Devolution and Research Officer" as the subject of your email. The application should reach us by **11 pm on Friday, 5 January 2024**.

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

Katiba Institute does not solicit fees for any job advertisement.