

POLICY, RESEARCH & ADVOCACY MANAGER POSITION

Reporting to:	Tenure Period	Location
Head of Policy, Research & Advocacy	3 Years Renewable	HQ - Nairobi

ABOUT US

As a Business Membership trade-based support institution, the Kenya National Chamber of Commerce and Industry (KNCCI) works to protect the commercial and industrial interests of its members and the business community at large. The institution also advocates for the creation of a favorable commercial, trade, and investment environment that supports enterprise expansion and growth and most significantly creates business linkages and opportunities locally and globally.

Purpose of the role

To lead, direct, and coordinate all policy, research, and advocacy functions to ensure that KNCCI contributes to a policy environment that supports trade competitiveness.

Key Responsibilities

1. Policy

- Identify and prioritize business policy areas that need to be addressed in the interest of KNCCI members.
- Review, monitor, and document trade policies and regulations at both national and county levels.
- Initiate the development of policy briefs and position papers on key legislative and regulatory changes affecting businesses in partnership with members
- Analyze laws affecting businesses and package insights into structured reports for stakeholders.
- Liaise with key government agencies, trade bodies, and stakeholders to advocate for favorable policies.
- Provide policy recommendations and economic development support at the National and County levels.
- Oversee the establishment and implementation of the Advocacy Annual Calendar, which will include: Lobbying efforts for trade policy reforms; Stakeholder consultations to align policy positions with business interests; and Formal policy submissions to government and regulatory bodies.
- Prepare and submit policy recommendations and proposals to county and national government stakeholders

2. Research

- Conduct research on policy and regulatory changes, including trade standards, tariffs, licensing, and fiscal policies.
- Coordinating research, collation, and acquisition of product and market information for export trade and disseminating to members through regular bulletins.
- Providing appropriate information on exports macro environment and translating this to the benefit of member decision-making in sectors and regions of interest.
- Undertaking global policy analysis and interpreting economic trends and developments in the international environments that impact Kenya's export products and markets.
- Contributing towards establishing favorable micro and macro-economic environments and responding to emerging issues from foreign policies and transnational issues affecting exports.
- Providing market intelligence on comparator strategies, policies, and factors determining export performance.
- Lead and coordinate trade policy-related research aimed at enhancing business competitiveness.
- Analyze sector-based trade flow analysis, market trends, and competitive positioning at local and international levels.
- Contribute to database development of a trade facilitation database, tracking customs procedures, non-tariff barriers, and ease-of-doing business indicators.

- Provide evidence-based insights to inform KNCCI's policy advocacy efforts.

3. Advocacy

- Develop and oversee the implementation of the department's work plans and budgets.
- Establish mechanisms for continuous dialogue, feedback sharing, and policy engagement with Chamber members, potential investors, and regulatory agencies.
- Lead the identification, tracking, and execution of KNCCI's annual advocacy agenda, ensuring alignment with business and trade priorities.
- Coordinate with communications teams and sector committees to disseminate advocacy issues through major media outlets and consultative forums.
- Lead the development and execution of advocacy strategies to influence policies, regulations, and industry standards that align with members' interests.
- Build and maintain strong relationships with government agencies, policymakers, and key stakeholders who drive the national agenda on business matters
- Act as the voice of the KNCCI's members by articulating their concerns, challenges, and priorities to decision-makers.
- Develop position papers, policy briefs, and advocacy materials to support lobbying efforts.
- Design and implement advocacy campaigns, workshops, and training sessions to equip members with the tools and knowledge to effectively advocate for their interests.

4. Member Engagement

- Directly engage with Chamber members to identify policy challenges affecting their businesses.
- Work collaboratively with the Membership Team to address sector-specific concerns and policy needs.
- Develop and share well-researched policy insights that support informed business decisions for members.
- Organize capacity-building workshops, training sessions, and policy forums for KNCCI members in collaboration with development partners, regulatory bodies, and stakeholders.

Job Requirements

- Master's degree in Economics, Statistics, Public Policy, or any business-related field
- Minimum 10 years of experience in policy, research & advocacy preferably in a Business Membership Organization (BMO), trade association, or NGO; 5 years in a managerial role.
- Strong interpersonal and communication skills; with the ability to engage across government, private sector, and development partners.
- Proven ability to conduct trade policy analysis, economic research, and regulatory impact assessments.
- Excellent written and verbal communication skills, with experience in developing policy documents, government submissions, and advocacy reports.
- Strong knowledge of Kenya's business landscape, economic policies, and trade regulatory environment.
- Strong leadership and analytical skills.
- Strategic and innovative thinking.
- Demonstrate a proven track record of personal initiative, enthusiasm, and flexibility.

How to apply:

Interested and suitably qualified individuals should submit applications, including copies of relevant academic and professional certificates, detailed curriculum vitae (CV), and cover letter to Hr@kenyachamber.or.ke with "Policy, Research & Advocacy Manager" in the subject line by 04th March 2025.

NB: ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED