



Policy and Advocacy Manager

JOB DESCRIPTION

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Job Description

Job Title: Policy and Advocacy Manager

Reports to: Policy and Advocacy Director

Department/ Unit: Policy and Advocacy

Location: Nairobi, Kenya (with periodic travel as required)

About The Action Foundation

Since 2009, The Action Foundation (TAF) has delivered health and inclusive education services to over 20,000 children and youth with disabilities at our outreach centers and through partnerships with public and community-level schools and health facilities. With 15 years of demonstrated success in delivering impactful programs, we are dedicated to championing a movement for disability-inclusive service delivery across Kenya and Africa.

Our experience has revealed that children and youth with disabilities experience severe marginalization, poverty, violence, social exclusion, and unequal access to opportunities and that girls and women with disabilities disproportionately face socio-economic exclusion, barriers to education, and heightened risk of GBV. Our mission is to improve the quality of life of Children and Youth with Disabilities (CYWDs) through programs that cover their entire lifecycle, from early years to adolescence and adulthood. We envision a fully inclusive Africa where CYWDs can thrive.

We are dedicated to empowering CYWDs to reach their full potential and contribute meaningfully to their communities. Our programs, spanning Child Health and Development, Foundational Learning, Adolescent and Youth Education, and Girl and Women's Empowerment, create pathways for CYWDs to reach their full potential and contribute meaningfully to their communities. Through strategic collaborations with national and subnational government agencies, local leaders, and organizations, we advocate for inclusive policies and practices that prioritize disability inclusion and address gender disparities. Additionally, we gather, analyze, and disseminate data to gain deeper insights into the challenges and opportunities in service delivery for CYWD, enabling us to implement effective and impactful interventions.

Job Summary

The Policy and Advocacy Manager will advance The Action Foundation's (TAF) mission to create an inclusive, accountable, gender-responsive, and equitable environment for Children and Youth with Disabilities (CYWDs). This role involves strengthening effective relationships with government stakeholders at county and national levels to further program and policy change goals. It requires a deep understanding of Kenya's government structures, policies, and processes, with a proven track record of successful advocacy in health, inclusive education, and social protection. The manager will work cross-departmentally, collaborating closely with senior management and the wider TAF team while strictly adhering to TAF's child protection guidelines.

Key Responsibilities

1. Policy Advocacy and Thought Leadership

- Collaborate with the Policy and Advocacy Director to implement TAF's systems change strategy.
- Monitor national policy developments and foster relationships with key stakeholders, including policymakers, civil society organizations, Organizations of Persons with Disabilities, and media.
- Develop policy papers and positions on critical National topics on disability inclusion using data-driven insights.
- Identify key advocacy opportunities and conduct power analysis to inform strategies.
- Collaborate with program implementation teams to develop advocacy briefs and reports for strategic communications.
- Engage in policy dialogue to promote the rights of children and youth with disabilities
- Contribute to knowledge sharing and capacity-building initiatives to enhance the understanding of disability issues among stakeholders.

2. Producing Advocacy Products

- Develop messaging for national and regional advocacy issues and priorities.
- Ensure that all advocacy messages, documents, and strategies are evidence-based, drawn from field experience and assessments, highly quality, and effective.

- Advise on advocacy angles for media lines and media strategy.

3. External Engagement and Influencing

- Support the development of systems for research, analysis, and documentation that underpin evidence-based advocacy and influence at national and international levels.

4. Integrated Policy Programming Support

- Support the integration of program insights into advocacy strategy and activities and the integration of advocacy strategy objectives into programs in line with The Action Foundation's Strategic Plan (2025-2029).
- Assist the Policy and Advocacy Director in ensuring proper planning and engagement in program proposals around advocacy activities.

Qualifications & Experience

- A Bachelor's degree in political science, public policy, social sciences, international relations, or a related field; a master's degree is preferred.
- At least 3 years of relevant experience in policy analysis, advocacy, or development work related to disability issues.
- Strong understanding of national and international policies and frameworks related to disability rights and inclusion.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Demonstrated experience in policy research, analysis, and development, including drafting policy briefs and reports.
- Knowledge of advocacy strategies and techniques for promoting systems change
- Commitment to promoting the rights and well-being of CYWDs, with a focus on gender equality and social inclusion.
- Ability to work independently, manage multiple tasks, and meet deadlines in a dynamic and fast-paced environment.
- Fluency in written and spoken English; proficiency in additional languages is an advantage.
- Experience working in a multicultural environment and sensitivity to cultural differences.

Application Procedure:

Interested candidates should submit the following documents by **March 14th, 2025**.

- A cover letter
- An updated Curriculum Vitae (CV) with at least two references
- Expected salary, including details of previous employers

Please email your application to careers@theactionfoundationkenya.org, clearly stating the position you are applying for in the subject line.

The Action Foundation is an equal opportunity employer. Applications will undergo rolling reviews until the position is filled, and only shortlisted candidates will receive further communication. Our hiring decisions prioritize qualifications, merit, and organizational requirements to uphold a fair and inclusive process for all applicants.