
Job: Associate (Policy Formulation) - Officer

Job Code: ISB/0424/ALPF/A-1

Nature of job: Permanent

Level/Grade: Level 1 / Associate

Job Reports to: Expert Policy Formulation

Overview: Responsible for Formulation of Policies under the STZA Strategic Objectives and Legal Framework.

Key Responsibilities:

- Assistance in the Development of Policy Frameworks Tracking of Issuance of Licenses and Assisting Head of Policy Formulation in government correspondence related to Policy and Regulatory matters.
- Assist Head of Policy Formulation in Committee related Work
- Conduct research & benchmarking on local and global policy perspectives related to Science and Technology Parks.
- Maintain record of all Policy documents
- Track and manage timelines of key deliverables managed by Head of Policy Formulation
- Record minutes and notes during internal and external meetings.

Experience Requirements:

- Up to 1 year of relevant Experience in Public Sector/Private Sector Organizations.
- Prior experience in Public sector/governance will be preferred.

Essential Skills & Competencies:

- Strong research skills
- Record keeping and tracking of deliverables.
- Strong drafting and comprehension skills.

Education Requirements:

Minimum academic qualification for this role is a graduate/bachelor's degree (16 years), LLB from a national or foreign university recognized by HEC.