

TERMS OF REFERENCE

Position: Regional Policy & Advocacy Officer

Job Grade: Senior Technical Specialist

Duty Station: Regional Office, Nairobi Kenya.

Reporting to: Director, Eastern Africa

Supervises: None

Works Closely With: Regional Programme Manager, Regional Fundraising and Partnerships Officer, Communications Officer, GIS and MEL Officer, Partners, Regional Platforms

1.0 Job Purpose:

The Regional Policy & Advocacy Officer leads policy influence and advocacy efforts across Eastern Africa to advance wetlands conservation, climate resilience, biodiversity, and sustainable development. The role analyses policy trends, develops evidence-based positions, engages decision-makers, builds coalitions, and drives advocacy strategies that elevate wetlands as critical natural infrastructure. The position ensures that Wetlands International contributes effectively to policy dialogues, influences policy development, and empowers partners to engage in policy processes at national and regional levels.

2.0 Work Relationship:

2.1 Internal Context

- Director, Programme Manager, Communications Officer, MEL/GIS teams, country teams.

2.2 External Context

- Ministries, regional bodies (EAC, IGAD, AU), CSOs, INGOs, think tanks, academia, media outlets, donors.

3.0 Key Responsibilities & Detailed Deliverables

Policy Monitoring, Analysis & Positioning

- Monitor policy developments at national, regional, and global levels relevant to wetlands, water, climate, biodiversity, and disaster risk reduction.
- Conduct policy analyses, landscape reviews, and gap assessments.
- Produce policy briefs, position papers, technical advisory notes, and recommendations.
- Assess implications of policy shifts for programme design and strategy.
- Support incorporation of wetlands priorities into national adaptation plans (NAPs), NDCs, sectoral policies, and regional frameworks (EAC, IGAD, AU).

Advocacy Strategy Development & Implementation

- Develop and implement regional advocacy strategies aligned with organisational priorities.
- Identify key policy windows, agenda-setting opportunities, and advocacy targets.
- Coordinate multi-country advocacy campaigns with partners, CSOs, and networks.

- Integrate evidence from programmes, MEL, and GIS into advocacy messaging.
- Strengthen policy coherence across Wetlands International country programmes.

Strategic Engagement & Representation

- Represent WIEA in high-level policy dialogues, technical working groups, conferences, and regional forums.
- Establish and sustain relationships with government agencies, regional bodies, donors, and civil society.
- Serve as focal point for regional policy partnerships and coalitions.
- Provide technical guidance to partners and policymakers on wetlands-related issues.

Advocacy Communications & Evidence Packaging

- Translate complex policy issues into accessible messages for diverse audiences.
- Work with the Communications Officer to develop advocacy materials, campaigns, and digital content.
- Produce articles, op-eds, speeches, and thought leadership pieces for regional visibility.
- Package scientific and technical evidence for policy audiences.

Capacity Strengthening & Partner Support

- Strengthen the policy and advocacy capacity of national partners, NGOs, and community organisations.
- Develop training modules, guidance tools, and facilitation materials.
- Support multi-stakeholder dialogues, reflection sessions, and learning events.
- Promote south-south exchange and peer learning across Eastern Africa.

Internal Collaboration & Programme Integration

- Support programme design to incorporate policy pathways and influence strategies.
- Collaborate with programme, MEL, GIS, and fundraising teams to align advocacy inputs.
- Provide policy sign-off for proposals, reports, and knowledge products.
- Ensure global policy positions are contextualized for the Eastern Africa region.

4.0 Decision Making Authority

- Leads regional advocacy positioning and strategic choices.
- Determines priority policy engagements and partnerships.
- Provides technical sign-off on policy statements and briefs.
- Advises senior leadership on policy risks and opportunities.

5.0 Key Performance Indicators

- Number and quality of policy briefs, papers, and advocacy materials produced.
- Number of high-level policy engagements annually.
- Demonstrated policy influence (citations, adoption of recommendations, changes in frameworks).
- Strength of partnerships and policy coalitions.
- Number of partners trained or supported.
- Integration of policy pathways into programme design.

6.0 Qualification, Experience & Skills

6.1 Professional Qualifications

- Master's degree in environmental policy, natural resource management, political science, international relations, or related field.

6.2 Relevant Experience

- 5–7 years in policy analysis, advocacy, or government engagement.
- Strong understanding of Eastern Africa governance systems and regional institutions (EAC, IGAD, AU).
- Experience delivering advocacy campaigns or influencing policy processes.

6.3 Essential Competencies

6.3.1 Technical Competencies

- Policy analysis, research, and synthesis.
- Understanding of climate, ecosystems, wetlands governance, and SDG frameworks.
- Advocacy strategy development and execution.
- Strong writing, brief development, and political messaging skills.
- Stakeholder engagement and negotiation.

6.3.2 Behavioral Competencies

- Strategic and analytical thinking.
- Strong public speaking and representation.
- Network building and coalition facilitation.
- Adaptability and responsiveness to dynamic policy contexts.
- High professionalism and diplomacy.

6.4 Organizational Core competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Communications
- Organization and self-control

6.5 Working Conditions

- Office-based with frequent regional travel.
- Represents WIEA in high-level policy engagements.
- Requires high visibility, adaptability, and strategic thinking.

How to Apply

Interested and qualified candidates who meet the requirements for any of the above positions are invited to submit their application.

Please send a comprehensive CV, Cover letter detailing your experience and suitability for the role and indicate your GROSS salary expectation to hreastafrica@wetlands-eafrica.org . Please indicate the position title you are applying for as the subject line of your email.

Application Deadline: [5th January 2026]

Only shortlisted candidates will be contacted