

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

POSITION DESCRIPTION

Policy Development Officer II

Job Profile:

This job requires the incumbent to assist in the planning and development of policy and programming for the sport and community sector, including policy research, monitoring and evaluating the policies; analyzing the impact of policy initiatives, coordinating the implementation of projects and programmes in accordance with the sustainable development goals and the strategic direction of the Ministry and supervising subordinate staff engaged in related duties.

Duties and Responsibilities

- Identifies and designs social policies, programmes and projects view to resolving sociological issues that impact the community and sport sectors.
- Reviews existing policies and research work/studies conducted on social community development issues to determine programmes and projects to be developed and appropriate policy changes.
- Collects and analyzes data from published and unpublished sources in addressing these national issues.
- Takes the lead in planning and managing policy fora such as workshops, consultations and focus groups to facilitate a participatory approach to policy planning and development.
- Supports change management and capacity building activities in terms of the implementation of policies and strategies
- Monitors the interpretation of policies, assesses their effectiveness and recommends appropriate programmes to ensure objectives are achieved.
- Participates in the planning and formulation of social programmes and projects.
- Liaises with national, regional and international organizations with regard to funding and technical assistance.
- Collaborates with other agencies, both governmental and non-governmental, engaged in policy development and implementation.
- Assists in maintaining a network of support with other research agencies and similar organizations to facilitate the integration of sport development and sustainable community development policies and programmes with broader national policy objectives.
- Comments on policies and programming frameworks of external agencies, including international funding agencies.
- Represents the Ministry at meetings, conferences, courses, committees, seminars and workshops.
- Assists in the preparation of Notes for Cabinet.
- Supervises the work of subordinate staff.

- Performs related work as may be required.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge, Skills and Abilities:

- Extensive knowledge of the principles and methodology used in the social sciences in areas such as policy analysis and programme and project planning and development of sources of policy, planning and research materials.
- Extensive knowledge of concepts and techniques used in development planning and in particular policy formulation.
- Considerable knowledge of research methodologies to be able to conduct both qualitative and quantitative evaluations of government policies.
- Ability to plan, organize and coordinate the activities of a group of professional and technical subordinates engaged in policy and programme planning and development.
- Ability to identify, analyze and solve problems and make appropriate recommendations.
- Ability to prepare and evaluate comprehensive reports.
- Ability to analyze and interpret data and prepare policy evaluation reports.
- Ability to coordinate implementation of policies, programmes and projects and to identify obstacles to planning and implementation and recommend solutions.

MINIMUM EXPERIENCE AND TRAINING

- Training as evidenced by a University Degree in Social Sciences from a recognized institution.
- At least four years experience in Policy Development and Analysis, including experience in the preparation, administration and evaluation of policies, programmes and/or projects.
- Good working knowledge and experience of the principles, techniques and methodologies of policy design and social research.