



Job Title: Program Officer

Location: Nairobi

Reports To: Program Manager

Duration: 1-year renewable contract

Application Deadline: 3rd September 2025

Organizational Background:

The National Taxpayers Association (NTA) is an independent, non-partisan organization focused on promoting good governance in Kenya through citizen empowerment, enhancing public service delivery, and partnership building. Since 2006, NTA has implemented programs focused on building citizen demand and strengthening government service delivery performance to enhance accountability through monitoring of the quality of public services and management of devolved funds. NTA envisions a taxpayer-responsive government delivering quality services to all through a mission to undertake taxpayer-transforming research and capacity building through partnerships to influence government policy and strategy.

Role Purpose:

The Program Officer will support the implementation and management of projects. The role involves working closely with stakeholders at national and county levels to strengthen public service delivery through enhanced accountability, participatory budgeting, citizen engagement, and strategic resource mobilization.

Key Responsibilities:

- Program Implementation:
 - Coordinate the implementation of project initiatives, ensuring the timely delivery of activities and results.
 - Support the integration of program activities with NTA's strategic plan and objectives.
- Research and Analysis:

- o Conduct research and policy analysis on public finance management, service delivery, and economic justice.
 - o Develop evidence-based advocacy tools and materials, including policy briefs and position papers.
- Stakeholder Engagement:
 - o Build and maintain partnerships with government agencies, civil society, communities, and development partners.
 - o Facilitate forums, workshops, and community dialogues on public accountability and service delivery.
- Monitoring, Evaluation, and Reporting:
 - o Contribute to the development of project M&E frameworks and tools.
 - o Prepare timely reports, impact stories, and documentation of lessons learned for internal and external audiences.
- Advocacy and Communication:
 - o Support public campaigns promoting transparency and accountability in the use of public resources.
 - o Assist in producing content for newsletters, blogs, social media, and other communications platforms.
- Resource Mobilization:
 - o Support the identification of funding opportunities.
 - o Contribute to the development of concept notes, grant proposals, donor reports, and fundraising strategies.
 - o Engage with donors and partners to build relationships and align program priorities with donor interests.

Qualifications and Experience:

- A Bachelor's degree in Economics, Development Studies, Public Policy, Political Science, or a related field. A Master's degree will be an added advantage.
- A minimum of 5 years' proven experience in managing policy advocacy projects.
- Demonstrated experience working with a range of donors, including strong donor reporting and compliance skills.
- In-depth knowledge of Kenya's tax system and the global taxation landscape, including pro-poor taxation, economic inequality, public budgeting, development financing, gender-responsive budgeting, debt, and tax justice issues.
- Proven ability to develop and deliver high-quality analytical reports, policy briefs, and advocacy materials.
- Strong understanding of Kenya's public finance management systems, social accountability mechanisms, and devolved governance structures.
- Experience in conceptualizing, designing, and leading multi-county programs that advocate for progressive economic policies, equitable revenue generation, pro-poor government budgets, and improved public service delivery.
- Ability to initiate, build, and sustain strategic partnerships to advance organizational goals and influence policy change.

- Excellent communication skills and confidence in engaging with a wide range of stakeholders, including government officials, media, civil society, and donor representatives.
- Familiarity with Kenya's civil society landscape and relevant regional actors working in governance, accountability, and economic justice.
- Experience in fundraising, proposal development, budgeting, and financial management is a strong advantage.
- Fluency in English and Swahili, both written and spoken.
- Exceptional writing, editing, and presentation skills.

Desirable Attributes:

- Commitment to transparency, accountability, and citizen empowerment.
- Ability to work collaboratively in a team and engage effectively with diverse stakeholders.
- Proactive, innovative, and results-driven mindset.

Method of Application

Please email CV, motivation letter, and references as well as your salary expectation to **hr@nta.or.ke**, by close of business on 3rd September 2025.

Please indicate the position applying for in the email subject.

The NTA is an equal opportunity employer.