

RECRUITMENT ADVERT - TERMS OF REFERENCES

POLICY ENGAGEMENT & KNOWLEDGE TRANSLATION SPECIALIST
October 2025

PEP (www.pep-net.org) is seeking to recruit an Africa-based specialist in policy engagement and knowledge translation, for a full-time position. The specialist will work under the leadership and supervision of the PEP Director of Engagement and Impact, to help maximize the uptake and influence of research-based evidence to inform policy decisions in Southern countries.

Location: This is a remote position - with some occasional (mandatory) traveling – but priority is given to candidates residing in African countries.

Salary: A competitive package will be negotiated with suitable applicants.

MANDATE

Under the leadership of PEP's Director of Engagement and Impact, the specialist will be required to assist in and contribute to:

- **The design and/or implementation of programmatic strategies to facilitate and support evidence-informed policymaking (EIPM).** This includes:
 - o Designing and providing/hosting training courses and workshops focused on a specific competences and best practices for EIPM, for both researchers and policymakers.
 - o Providing guidance and support to help both researchers and policymakers translate scientific evidence for policy use and establish effective collaborative mechanisms.
 - o Reviewing and advising the development of various policy advisory and/or advocacy materials (e.g. policy papers, policy briefs, slide presentations and other communication tools).
 - o Designing monitoring, evaluation and learning strategies to assess the outcomes and impact of programmes on EIPM practices.
- **The continual improvement of PEP's broader organizational strategy for policy engagement, as well as translation and influence of research** This includes:
 - o Contributing to the development of relevant components in new policy research programs, funding proposals and programmatic strategies.
 - o Developing guidance materials to enable PEP researchers to autonomously design and implement effective knowledge translation, policy engagement and influence strategies.
- **Providing direct support to PEP researchers and program implementers in:**
 - o Targeting and engaging with policy stakeholders
 - o Analysing policy and political contexts
 - o Designing policy-oriented/relevant research projects
 - o Knowledge co-production
 - o Knowledge translation and communication of evidence-informed policy advice

QUALIFICATIONS

Candidates must have:

- At least a master's degree, in a relevant area (e.g. public policy, political or social sciences, communication, etc.)
- At least 7 years of experience working (ideally in a senior position) at the interface of science/research and policy, and/or in policy advocacy and communication
- Demonstrated knowledge/expertise (or advanced competences) in:
 - o Stakeholder analysis and engagement
 - Including in facilitating collaborative dialogues and processes with multi-sector stakeholders
 - o Political economy analysis (or analysis of policy and institutional contexts)
 - o Policy advocacy or advisory work, and/or communication strategy
 - o Research to policy knowledge translation
- Extensive experience working in African contexts and/or with governments in Africa
- Excellent writing/editing and communication skills in general (including oral communication)
- High-level organizational and leadership skills, as well as self-motivation, autonomy and initiative
- Strong capacity for innovation and creative problem solving

The following will also be considered as important assets/advantages:

- Residing in an African country
- Willingness to work from the PEP Head Office in Nairobi
- Command of AI tools, especially for communication
- A good working knowledge of French
- Experience providing capacity strengthening support through training, coaching, mentoring, or other approaches.

How to apply

To be considered for this position, please submit your letter of motivation, CV, and complete application [through this link](#) no later than **October 10th 2025**.