

## ALEX MUCHILWA - Job Description

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|----------------------|-------------------------|
| <b>Job Title:</b>    | <b>POLICY MANAGER</b>   |
| <b>Department:</b>   | <b>LEGAL AND POLICY</b> |
| <b>Line Manager:</b> | <b>FILIP GARDLER</b>    |

### **Purpose:**

Bridge communications between OPIBUS LTD and different government bodies especially lobbying or co-ordinating with government.

### **Duties & responsibilities:**

*Skills that the team requires from its teammates:*

- conducting research, understanding government policy
- Educating team members on policy standards
- Leading proposals and program developments related to policy ie coordination and dissemination.

*General knowledge that every department member will have:*

- Having in depth knowledge of the policy meant to represent OPIBUS LTD and familiarize with how government operates within that jurisdiction.
- skills in developing these relations.
- support strategy and policy development.
- support OPIBUS inter agency cooperation efforts.
- Assist in and contribute to operations coordination and monitoring activities to foster alignment of operations with medium and long term directions and strategies.
- work with broad policies and objectives.

*Types of task and work that are expected on a daily basis:*

- Strategy and policy development..support strategic planning and policy coordination, formulate and review strategy, planning and policy papers, provide support to the management on strategic planning issues.
- support the company interagency cooperation with other multilateral and bilateral organisations.
- Aid effectiveness..assist in company efforts in the field of harmonisation and alignment, provide advice on aid effectiveness, provide support to the management on aid effectiveness agenda
- Knowledge sharing..pass on relevant information, findings and lessons to increase awareness and knowledge in the company's various strategic and policy initiatives.

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**<<<< SELECT SPECIFIC ROLE BELOW >>>>**

**Specific duties & responsibilities to your role as ...:POLICY MANAGER**

**Key Result TECHNICAL KNOWLEDGE AND SKILLS**

- Regularly shares knowledge on new international best practice trends in comparator situations
- Proactively applies relevant international best practice by explaining the situational relevance and benefits.
- Ensure the ongoing learning and development of reporting staff.

**Key result CLIENT ORIENTATION**

- Assist colleagues work effectively with clients in different contexts and from diverse backgrounds and country situations.
- Adapt own approach and style when interacting with clients as opposed to requiring them to adapt.
- Draws upon best practice in exploring solutions with clients, confirms clients understanding and agreement before progressing.

**Key result ACHIEVING RESULTS AND PROBLEM SOLVING**

- Draws on own and other multi-country experience to identify viable courses of action when conducting analysis.
- Assist in internal and external to achieve quality results beyond presenting problems and precedent.
- Highlighting possible solutions for project issues based on relevant multi-country and multi-client experience, overcome unexpected difficulties and challenges to produce desired outcome.

**Specific duties & responsibilities to your role as ...:POLICY MANAGER**

**Key Result Area WORKING TOGETHER**

- Maintaining collaborative relationships within the department.
- Working effectively with diverse colleagues in own department and other departments as well.
- follow through on team priorities to ensure timely deliveries.

**Key result COMMUNICATION AND KNOWLEDGE SHARING**

- To check on the audience level of understanding and awareness of the required follow up actions, consistently seeks and addresses feedback on own performance.
- create knowledge products endorsed for wider distribution based on lessons and multi country experience.
- independently amends and clarifies messages and documents.
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**Key result INNOVATION AND CHANGE**

- Actively supports work improvement and organizational change by work and deed, to develop and adopt change plans to support other departments.
- Considers current and future client in proposing ideas, vocalize early support for change.
- Recommend inputs to new policies, systems and processes in immediate work area.

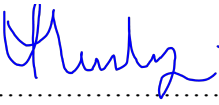
**Disclaimer**

*The above statements describe the general nature and level of work being performed by the person(s) assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed and assigned.*

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**Employee**

**Line Manager**

Signature:  .....

Signature: .....

Name: ALEX MUCHILWA  
GERISHON

Name: FILIP GARDLER

Date. 19th AUG 2021

Date: .....