
VACANCY ANNOUNCEMENT

Position Details

Job Title : Legal Research Fellow
Reporting To : Head of Programmes
Direct Reports : None

About the Institute of Public Finance (IPF)

The Institute of Public Finance (IPF) is an independent public policy think tank dedicated to strengthening public finance management and promoting evidence-based policymaking in Kenya and beyond. Through rigorous research, policy analysis, technical assistance and strategic engagement, IPF works to advance transparent, accountable and equitable management of public resources. Our work spans Economic Policy, Health Financing, Climate Finance, Gender Equity and Inclusion, and Governance, with the aim of improving public service delivery and promoting inclusive and sustainable development.

The Opportunity

We are seeking a motivated and analytical Legal Research Fellow to join our growing thematic areas. This is an excellent entry-level opportunity for a recent Bachelor of Laws (LL.B) graduate with a strong interest in public policy, governance and public finance, and a desire to build a career in legal and policy research.

Working alongside experienced researchers and policy professionals, the Fellow will support legal and policy research, analyse legislation and regulatory frameworks, contribute to policy and advocacy outputs, and provide technical support across IPF programmes. The Fellow will also support programme implementation and may be deployed through secondment arrangements to partner institutions under IPF programmes to provide technical assistance and strengthen policy, legislative and governance processes.

Key Responsibilities

The successful candidate will:

- Undertake legal research and analyse policy and institutional frameworks relating to public finance, governance and socio-economic development.
- Undertake legal and policy research, analyse legislation and regulatory frameworks, monitor emerging legal developments, and contribute to policy briefs, research papers, legal opinions and other technical outputs.
- Support budget, legislative and comparative legal analysis to inform policy reform and evidence-based decision-making across IPF's thematic areas.
- Support implementation of IPF programmes, including the SPALTA Programme, by providing technical assistance, stakeholder engagement, capacity strengthening and, where required, through secondment to partner institutions.

- Collaborate with programme teams and partner institutions to develop advocacy products, knowledge products and evidence-based recommendations, and provide technical support across IPF initiatives.
- Represent IPF in technical meetings, workshops and stakeholder forums, and support parliamentary processes through legislative analysis, policy recommendations and evidence products where required.

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Qualifications and Experience

The ideal candidate will have:

- A Bachelor of Laws (LL.B) degree from a recognized university.
- Completed, or currently undertaking, the Kenya School of Law (KSL) Advocates Training Programme (ATP). Candidates awaiting admission to the Bar are encouraged to apply.
- Admission as an Advocate of the High Court of Kenya will be an added advantage.
- Demonstrated interest in legal research.

What We Offer

This role provides an excellent opportunity to:

- Work alongside leading public finance researchers and policy experts.
- Contribute to high-impact policy reforms in Kenya.
- Engage directly with government, Parliament, county governments and development partners.
- Develop expertise across public finance, governance, climate finance, taxation, health financing and gender-responsive budgeting.
- Build a rewarding career within one of Kenya's leading public policy think tanks.

Application Process

Send a cover letter and curriculum vitae **ONLY** to: hr@ipfglobal.or.ke, indicating the vacancy applied for on the subject line of your email.

Applications will be reviewed on a rolling basis until **4th August 2026**.

IPF celebrates and embraces diversity. We are committed to the principle of equal employment opportunity and encourage all qualified candidates to apply.