Technical University of Mombasa Enterprises Limited (TUMEL)

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent and qualified personnel to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Policy Advisor	TUMEL/HR&ADM/PA/01/12/2025	1

JOB DESCRIPTION

Job Title: Policy Advisor, EDIC/MIC Investment Delivery Unit

Reporting to: EDIC and MIC Leadership

Host Institution: Technical University of Mombasa (TUM)

Location: Mombasa, Kenya

Duration: 12-month fixed-term contract (renewable)

ABOUT THE INITIATIVE

The Economic Development and Investment Council (EDIC) and the Mombasa Investment Corporation (MIC) are leading an ambitious effort to catalyze private investment and job creation in Mombasa County. In partnership with the Technical University of Mombasa (TUM), we are establishing a dedicated **"Investment Delivery Unit"** to bridge the gap between public-sector goals and private-sector execution. This unit will provide critical technical capacity to move priority projects from concept to bankability and address systemic investment barriers.

ROLE OVERVIEW

As the **Policy Advisor**, you will be the "enabling environment" lead for this new Delivery Unit. Your primary objective is to identify, analyze, and resolve the policy, regulatory, and administrative bottlenecks that hinder private investment in Mombasa. You will act as a neutral convener and technical expert, embedded within the County government, to streamline processes and strengthen the business climate.

KEY RESPONSIBILITIES

- **Policy Analysis & Reform:**
  - Diagnose and analyze key regulatory and administrative barriers to investment (e.g., in business licensing, procurement, land administration, tax regimes).
  - Develop and draft practical policy briefs, reform memos, and strategic roadmaps for County leadership to address these bottlenecks.

MANAGING DIRECTOR
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- **Inter-Agency Coordination:**
  - Act as a key liaison and "honest broker" between County departments (e.g., Finance, Trade, Lands), the Mombasa Investment Corporation (MIC), and national agencies (e.g., **KenInvest, KRA, EPZA, NEMA, and relevant transport/port authorities**).
  - Focus on streamlining investor onboarding, permitting, and operational processes.

- **Investment Incentives & Promotion:**
  - Provide technical assistance to the County and MIC to review, strengthen, and effectively promote Mombasa's investment incentive framework.
  - Support the strategic use of **SEZ/EPZ designations** and other incentives to attract priority investments.

- **Process Re-Engineering:**
  - Support the design and practical implementation of improved business processes (e.g., "One-Stop-Shop" functionalities or a public investment management framework) and inter-agency protocols to reduce delays and uncertainty for investors.

- **Strategic Linkages:**
  - Work in close partnership with the Investment Advisor to ensure that policy reforms are directly informed by the real-world barriers identified during the project preparation and investor engagement process.

KEY PERFORMANCE INDICATORS:

The Policy Advisor will be evaluated against specific outputs with success in this role defined by achieving the following targets within the 2025-2026 period:

- **Inter-Governmental Coordination:** Establish and operationalize 1 structured working group or dialogue platform linking County and National Government representatives to resolve policy conflicts affecting flagship projects.

- **Policy Uptake:** Successfully drive the formal tabling of at least 2 pro-investment policy priorities for consideration by the County or National Government.

- **Stakeholder Endorsement:** Secure public endorsement or supportive statements from at least 1 key decision-maker (County/National) for EDIC's policy recommendations.

- **Evidence-Based Reform:** Facilitate 1 formal policy decision by the County Government that is directly based on evidence from project studies (e.g., the TVET feasibility report) to support job-creating investments.

CANDIDATE PROFILE
- **Experience:** Minimum 7-10 years of experience in **public policy, legal/regulatory reform, public administration, or economic governance**, with a focus on business and economic development.

- **Technical Knowledge:** Demonstrable experience in investment climate reform, business-enabling environment, or public-private dialogue (PPD) platforms.

- **Kenyan Context:** Deep familiarity with Kenyan legal/regulatory frameworks related to **business, investment, land, county-level procurement, and taxation**.

- **Stakeholder Management:** Proven experience working with or advising sub-national/county governments, regulatory agencies, or investment promotion agencies in Kenya or East Africa.

- **Communication:** Excellent policy analysis, strategic writing, and diplomatic communication skills. Ability to build trust and consensus among diverse senior stakeholders.

- **Education:** Advanced degree in Public Policy, Law, Economics, or a relevant field.

SALARY:
Remuneration will be competitive based on past salary history and experience.

NOTE:
Only shortlisted and successful candidates shall be contacted. Any form of canvassing, either directly or indirectly, shall lead to automatic disqualification.

HOW TO APPLY
Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials may be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Human Resource and Administrative Officer by 4:00 pm on 19th December, 2025.**

The Application should be addressed to:

The Managing Director
Technical University of Mombasa Enterprises Limited (TUMEL)
P.O BOX 90420 – 80100
Mombasa.

TUMEL is an equal opportunity employer and is committed to diversity and gender equality.

Women, marginalized and minority groups are encouraged to apply.