

JOB DESCRIPTION

Job Title: PROGRAMME OFFICER, ADVOCACY			
Department:	Campaigns, Partnerships and Networks	Reports to:	Program Manager, Campaigns, Partnerships and Networks
Indirect Reportees: Project Team members, volunteers and Interns			
<p>Job Purpose: The Programme Officer is responsible for effective, efficient and impactful programme implementation in line with CEHURD's strategic plan, policies and procedures. They support programme development working in collaboration with other key departments. The job holder provides technical support to staff and key stakeholders for smooth design, implementation and reporting of programme activities and results. They contribute to learning and strategic communication aimed at institutional growth and development. The Officer represents CEHURD in relevant spaces, builds and strengthens partnerships aimed at consolidating organisational visibility, credibility, sustainability and positioning in the area of its mandate.</p> <p>The job holder will be responsible for advancing access to social justice in health through advocacy, research, strategic communication and positioning, strategic partnerships and movement building.</p> <p>MAIN AREAS OF RESPONSIBILITY</p> <p>1. Advocacy (30%)</p> <ul style="list-style-type: none"> • Conduct legal and policy advocacy interventions in alignment with CEHURD's mission and objectives. • Conduct and/ or facilitate research aimed at supporting evidence-based advocacy. • Undertake an analysis of laws, bills, policies, and other related instruments or decisions to form position for advocacy. • Generate evidence-based tools for use in advocacy such as petitions, policy briefs, briefing papers, internal memorandums, and other advocacy documents. • Undertake advocacy engagement with duty bearers at local, national, regional and international levels on issues of social justice and human rights in health. • Participate in strategic spaces and platforms at national, regional and international level to advance social justice and health rights issues for attention and inform programming. • Engage the media (traditional and digital) to advance the CEHURD advocacy agenda on social justice and human rights in health. • Build and strengthen relationships with multi stakeholders as a body of influence for the CEHURD advocacy agenda. • Design and implement innovative advocacy initiatives to contribute the realisation of CEHURD's mission and objectives, such as campaigns. • Integrate advocacy efforts with broader strategic litigation, legal aid and community empowerment initiatives to amplify the impact and create synergies with other programs. • Coordinate with relevant stakeholders, including affected communities and advocacy groups, to build support for litigation efforts. 			

JOB DESCRIPTION

- In liaison with the Strategic Litigation Programme, advocate for implementation of court judgements
- 2. Programme leadership and implementation (20%)**
- Implement programme workplans and budgets in line with the relevant strategic objective(s) of CEHURD.
 - Develop interventions that contribute to strategic litigation and legal aid while recognizing the intersectionality across technical areas of CEHURD.
 - Nurture innovations, approaches and models for programme and institutional growth.
 - Support project staff, interns and volunteers under the department and other CEHURD staff to understand programme commitment and contribute to the realization of set results.
 - Contribute to resource mobilization to a tune of not less than 30% of your total budget.
 - Contribute towards ensuring timely, quality, and accurate Programme reporting.
 - Document advocacy processes and interventions and communicate them to wider stakeholders to galvanize support to CEHURD stakeholders.
 - Manage the budget allocated for advocacy activities, ensuring efficient and effective use of resources.
 - Collaborate with the Monitoring and Evaluation team to establish indicators and mechanisms for tracking the impact of advocacy interventions.
 - Take active participation in CEHURD planning, review and learning activities.
 - Stay abreast with emerging social justice and health rights issues to inform CEHURD programme growth and development.
 - Establish and maintain an online and physical filing system for programme interventions.
- 3. Project Management (20%)**
- Manage projects assigned in line with the Programme strategic objective (s) and CEHURD strategic plan.
 - Prepare project reports as required by the donor in accordance with approved templates.
 - Work with project staff and partners (where applicable) to develop workplans and budgets for the assigned projects.
 - Where applicable, review partner reports, provide them with timely feedback and prepare consolidated reports for submission to the donor.
 - Co-ordinate and / or implement project activities in line with approved plans and budgets.
 - In conjunction with the Project Accountant, review monthly financial tracking reports to ensure their accuracy.
 - Liaise with relevant departments to ensure compliance with all project requirements including partner obligations.
 - Enter project data into the institutional information and management system (database).

JOB DESCRIPTION

- Monitor expenditures on project budgets to ensure compliance to donor and institutional requirements.
- In conjunction with the procurement team, prepare and implement the respective project procurement plan.
- Maintain electronic and paper filing systems up to date for the designated project.
- Identify and escalate project related matters to management.
- Identify gaps and areas for future programme development arising from project implementation and learnings.
- Undertake smooth project close out in collaboration with relevant stakeholders.
- Participate in project performance and financial review processes including audits.

4. Capacity Building and Technical Support (10%)

- Provide and/or coordinate advocacy technical support to CEHURD staff and other stakeholders to enhance understanding of social justice and health rights.
- Develop and implement technical assistant packages for advocacy such as training manuals, facilitators guides and evaluation tools.

5. Learning and communications (10%)

- Document and disseminate best practices and lessons from the projects including success stories in line with donor requirements, CEHURD communication strategy and guidelines.
- Collaborate with CEHURD communications team to regularly produce strategic communication through articles, blogs, tweets, photos, or interviews.
- Participate in relevant learning spaces including conferences and workshops
- Evaluate the impact of advocacy efforts on health policies, laws, and practices, and use findings to inform future programming.

6. Networking and representation (10%)

- Build/ strengthen and sustain working relationships with relevant partners that contribute towards realising access to social justice and human rights, including legal professionals and human rights organisations.
- Build and sustain a network of advocacy experts that contribute to CEHURD's advocacy agenda.
- Keep documentation and an updated database of CEHURD's advocacy partners in line with CEHURD's partnerships guiding framework
- Maintain and document frequent communications with like minded partners to ensure effective collaboration and identify emerging opportunities for CEHURD.
- Keep up to date and accurate records of partners and networks as well as track changes in their respective establishments and advise teams accordingly
- Coordinate and strengthen coalitions and build vibrant and impactful movements to collectively advance social justice and human rights in health.

JOB DESCRIPTION

- To undertake other duties within CEHURD as may be assigned.

Qualifications:

- Should hold a Bachelors' Degree in Law, Human Rights, Social Sciences, Gender studies, Economics, Public Health, development studies or any related qualifications.
- Post graduate training in Project planning and Management, human rights, public health, social sciences, gender studies, monitoring and evaluation and related fields is an added advantage.

Job related experience and knowledge:

- At least 5 years of experience in advocacy in health and / or human rights fields
- NGO experience is essential
- Research experience is an added advantage
- Presentation skills and proficiency in MS office are critical
- Good oral and written communication skills.
- Previous experience of project/programme management is essential.
- Experience of Monitoring, Evaluation and Learning is an added advantage