**JOB DESCRIPTION**

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| **Job Title** | Policy Advisor |
| **Company** | Self Help Africa (SHA) |
| **Department** | Programmes |
| **Location** | Nairobi, Kenya with travel to East, Southern and West Africa |
| **Contract Type** | 2 year fixed term. Full time 37.5 p/week |
| **Reports to** | Head of Policy and Research |
| **Salary** | Commensurate with experience |
| **Purpose** | Under the umbrella of the organization’s strategic framework, the Policy and Research function provides strategic and technical leadership, knowledge and guidance on advocacy, research and policy influencing. The department is responsible for ensuring that knowledge and evidence are effectively utilised to inform policy at national and international level. It works towards enhancing the organization’s institutional learning, seeking new partnership opportunities, and promoting the role and profile of the organization as a centre of excellence in target areas.  As a member of the Policy and Research Department, the post holder will actively contribute to the implementation of the new organization’s Policy Strategy in areas of research and analysis, and policy contribution. |
| **Key Responsibilities** | 1. **Research and Analysis**  * Review and analyse relevant national legal, policy and institutional frameworks relating to the organization’s key areas of work and identify key areas of contribution  (*policy environment context analysis*) * Research relevant stakeholder trends in identified sectors * Support the process of drawing from and contributing to international best practice and knowledge base in areas of particular interest for the organization, and support-related organizational learning * Liaise with the technical team to review, analyse and distil programmes learning that could be showcased and used to inform policy * Provide effective support in establishing and maintaining strategic relations with academic and other partners * Keep abreast of policy developments and debates in GSHA countries of operation, particularly on issues relevant to thematic focus of the organization: Agriculture, Food Security and Nutrition, Agribusiness, and Social Inclusion.  1. **Internal Progress Monitoring and Reporting**  * Assist Heads of Programmes at country level with reporting responsibilities under the new Policy Monitoring Framework * Support field offices with policy data collection and lessons documentation * Compile overview reports for management in order to track progress against annual and strategic policy influencing goals      1. **Policy contribution**  * Provide research support on data analysis based on publishing requirements * Provide inputs to relevant communication materials * Contribute to the translation of research findings into policy contributions at national and international level * Author and/or co-author research, policy and advocacy publications for national and international audiences * Contribute to calls for contributions at sector, Government or international level * Support the production of policy briefings and other materials for use in various  communication channels and at external events as required * Represent the organization in relevant sector-level working groups, as required  1. **Capacity Building**  * Training country office staff on monitoring policy influencing work. * Mentor and advise relevant country office staff on strategies for policy influencing * Advise on quality / type of evidence required for policy influencing * Provide information from other policy processes that may assist country staff to improve the evidence presented.      1. **Programming**  * Support the design of in-country and pan-African policy influencing projects * In collaboration with the Programme Funding Team, search the external environment and contribute to mobilising resources for policy work * Participate in concept and proposal writing |
| **Key Relationships** | **Internal**   * Head of Policy and Research (direct report) * Programme Quality Manager and Programme Quality Team * Programme Director and Programme Team   **External**   * A range of national and international stakeholders in different sectors (Government, Civil Society, Research Institutions, UN among others) |
| **Knowledge and Experience** | * At least five years relevant experience in policy and research for overseas development * Experience in knowledge management and learning |
| **Qualifications/Other Requirements** | **Essential**   * Master’s Degree or Equivalent in International Development, Political Science, Social Studies or related field * Excellent ICT skills and working knowledge of MS Office including MS Word, MS Excel and MS Powerpoint. * Commitment to the vision and values of GSHA. * Strong research and analytical skills * Very good knowledge of relevant regional and international development frameworks,  emphasis on AU and Africa Regional Groupings, EU and United Nations * Excellent communication and presentation skills (verbal and written English) |
| **Role Competencies** | * Excellent communication and interpersonal skills. * Ability to work as part of an international team across jurisdictions and cultures. * Ability to work with minimum supervision. * Ability to train and mentor others |