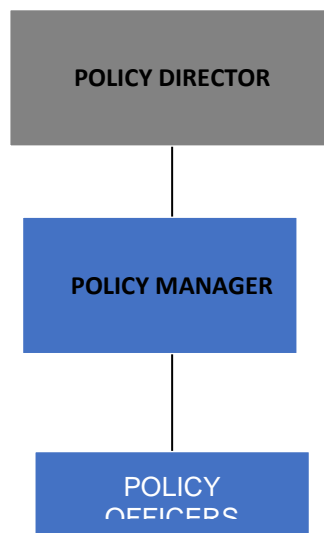


JOB DESCRIPTION
TITLE : POLICY AND ADVOCACY MANAGER
UNIT: POLICY DIVISION
GRADE:

I. SUMMARY OF ROLE: Under the supervision of Policy Director, Policy and Advocacy Manager will assist the Policy Director in managing Policy Unit and the team and/or policy-related projects in providing best evidence, research, and information necessary to develop policy recommendations.

II. ORGANIZATION CHART:



III. JOB DESCRIPTION

| MAIN RESPONSIBILITIES | ACTIVITIES | OUTPUT/ MEASUREMENT |
|------------------------|---|---|
| Policy unit management | <ul style="list-style-type: none"> Managing Policy Unit and its team, including to ensure all KPIs are achieved Overseeing and checking quality of all policy products developing work plans and budget ensuring all work plans are implemented in timely manner and as planned, but able to respond and change plans according to policy momentums | <ul style="list-style-type: none"> Work plans are done in a timely manner; Objectives are achieved |
| Project management | <ul style="list-style-type: none"> Coordinate team members and work with partners and consultants in producing and implementing project plans throughout the preparation, | <ul style="list-style-type: none"> Work plans are done in a timely manner; Objectives are achieved; |

| | | |
|-----------------------------------|---|--|
| | <p>implementation and reporting/evaluation phases</p> <ul style="list-style-type: none"> ● Oversee and manage projects on day-to-day basis to ensure timeliness of project plan and milestones and adapt the work plan to the needs of advocacy moments ● Ensure all advocacy, research, and all relevant activities are aligned and directed towards objectives ● Conduct quality checks for all knowledge, advocacy, and other products ● Facilitate internal and external knowledge management and learning ● Liaise with donors and partners in coordinating activities and report | <ul style="list-style-type: none"> ● The implementation of workplan meet the budgets; |
| Policy analysis and translation | <ul style="list-style-type: none"> ● Work with Policy Director and Policy Unit in developing annual strategy and work plans ● Lead the translation of research, data, information into high quality policy products and advocacy materialsRegular monitoring important policies and priorities related to health with team ● Lead the development of policy paper and brief and recommendations ● Lead the policy analysis on high priority issues | <ul style="list-style-type: none"> ● High quality knowledge products, including reports, briefs, papers |
| Advocacy and mobilisation support | <ul style="list-style-type: none"> ● Establish and manage relationship with stakeholders, including with partner organizations (CSOs, academia, international organizations, etc), allies, and manage resource mobilisation and advocacy efforts ● Establish and maintain consistent discussion and engagement with relevant policy makers and key policy influencers to push forward SSB policy | <ul style="list-style-type: none"> ● strengthened coalition ● Wide engagement with multiple stakeholders, including high level policy makers |

| | | |
|-----------------------------------|--|---|
| | <ul style="list-style-type: none"> ● Adapt the advocacy activities and approaches as needed ● Lead advocacy activities and actively participating in coalition and stakeholders meeting | |
| Administrative and other supports | <ul style="list-style-type: none"> ● Working with the finance and admin division and other divisions to conduct all preparations necessary for policy-related projects; budgeting, correspondence, coordination , etc ● Other work/support for other projects/divisions deemed necessary by supervisor | <ul style="list-style-type: none"> ● All preps are done in a timely manner |

IV. WORK RELATIONS

| | ROLES/TITLES AND NATURE |
|-----------------|--|
| INTERNAL | <ul style="list-style-type: none"> ● Human Resource (HR) – technical discussion and preparations of projects/activities such as finding consultants, contracting enumerators, etc.; ● Finance and Administration (F&A) – technical discussion and administrative, etc.; ● Knowledge Management (KM) – technical support for data, information, and report management and usage. ● Research – getting data, aligning methods and approaches; ● Strategic unit – aligning focus and policy priorities |
| EXTERNAL | <ul style="list-style-type: none"> ● Consultants – technical assistance for preparation, implementation, and reporting of projects; ● Experts and policy makers – working together or getting permission and information related to current/historical conditions/policies. |

V. QUALIFICATIONS

Relevant qualifications, skills and experience:

A. Minimum Qualifications

- Master's in public health, public policy, or other relevant fields
- Have at least 5 years of experience in project management, policy analysis and advocacy
- Proven ability to compose data and information into policy writing
- Demonstrate advanced English speaking and writing skills
- Have at least 3 years of experience in leading advocacy efforts with proven regulatory results, preferably in health policy
- Experience of managing collaborative development projects with fixed deadlines

- Experience working with international and national organizations (including in a coalition/platform), preferably in health policies
- Experience working alongside Indonesian government entities and other policymakers

A. Competencies

- Strong advocacy and interpersonal skills, including ability to navigate and facilitate advocacy and lobby activities in a dynamic environment, as well as integrate innovative initiatives;
- ability to take and receive feedback constructively;
- cross-cultural communication;
- Outstanding working quality and organization;
- Strong communication and presentation skills;
- Excellent leadership and project management skills, including in managing a team of consultants;
- Excellent analytical skills;
- Ability to multitask;
- Great initiatives and eagerness to learn new knowledge;
- Exceptional policy and report writing skills;
- Good knowledge of health system in Indonesia