



## JF – Advocacy Project Officer

Job Title:	Location:	Reporting to:	Probationary Period:
Advocacy Project Officer	Kathmandu	Governance and Compliance Manager	4 Months

The Advocacy Project Officer will support to implement advocacy related projects of SPN. The Advocacy Project Officer will work closely with operations teams and other relevant staffs to develop, implement and evaluate projects activities. The Advocacy Project Officer with coordinate within SPN and outside SPN for governance and advocacy related task.

Sunaulo Parivar Nepal (SPN) is a Family Planning (FP) and Sexual Reproductive Health (SRH) service oriented social enterprise, registered as a local NGO in Nepal. It works as the implementing partner of Marie Stopes International, UK (MSI); a global charity for providing reproductive health services across the world with a mission of ensuring an individual's fundamental right to have 'children by choice not chance.'

It is a role requirement that the job holder must fully comply with, promote, and live our **CORE VALUES**:

Mission-driven	Client-centered	Courageous	Accountable	Resilient	Inclusive
----------------	-----------------	------------	-------------	-----------	-----------

The below responsibilities are included for the position, but not limited to:

Key Responsibilities	Measures
<p><b>Coordination and Liaison:</b></p> <ul style="list-style-type: none"> <li>Develop and maintain relationships/partnerships with Governments, NGO other key stakeholder relationships.</li> <li>Conduct the advocacy and lobby meeting with the NGOs, local, province and federal level governments.</li> <li>Participate in and, as necessary, represent the project at meetings pertinent to the local, district, provincial and/or Federal level.</li> <li>Work closely with HOs, DCCs and other district-level partners involved in local health governance and health system strengthening to ensure SRH services are delivered effectively</li> <li>Create partnership and provide technical assistance to D(P)Hos and health facilities for improving functionality and performance of Health Facility Organization.</li> <li>Follow up Family Welfare Division, Social Welfare Council, MoHP, and other key Government offices on the part of Governance and Compliance issues.</li> </ul> <p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>Develop and implement work plan related to multiple assigned projects</li> <li>Assist in planning, coordinating and delivery of project related activities.</li> <li>Conduct regular monitoring and evaluation visits to the project areas and implement key improvements</li> <li>Develop IEC BCC materials in line with project requirement</li> </ul>	<p>Detailed workplan</p> <p>project outcome achieved</p> <p>project reports.</p> <p>Administration completed within deadline</p> <p>Timely coordination intra and inter organisation</p> <p>meeting minutes</p> <p>Report</p>

<ul style="list-style-type: none"> <li>• Manage logistics for assigned project activities.</li> <li>• Facilitate on high quality project inception, midline and end line evaluations.</li> <li>• Follow up with staffs in centers, Outreach, MS Ladies regarding governance and compliance related work.</li> </ul> <p><b>Documentation and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement clear documentation processes for the project and ensure implementation in the field.</li> <li>• Support in preparing reports of Advocacy, Compliance and Governance activities and the assigned projects.</li> <li>• Prepare/ documentation Project Agreements as per Social Welfare Council's guidelines.</li> <li>• Documentation of Compliance related documents, MoU, Approvals, Agreements of organization and ensure up to date.</li> <li>• Follow up with relevant staffs for the matter of the reports, compliance issues.</li> <li>• Submission of project reports at FWD, SWC, MoHP, DAO and Local levels.</li> </ul> <p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Prepare budget for the project assigned</li> <li>• Keep track of burn rate and report to relevant lead person and to head office</li> <li>• Ensure all the expenses are planned and are submitted to the finance on timely basis.</li> <li>• Coordinate with external stakeholders, arrange logistics for their travel sponsored by the office and organize settlement of their expenses on time.</li> <li>• Arrange logistics for the external meetings of government, if necessary.</li> </ul> <p>Any other work as assigned by Line Manager.</p>	<p>Budget sheet prepared</p> <p>pre-information provided on burn rate</p> <p>Up to date compliance related documents.</p>
---	---

## Skills and Experience

### Qualifications:

- Bachelor's degree in Social Sciences, Management, Public Administration, Public Health or any other relevant social science discipline.

### Experience:

- Minimum 3 years' project/programme management experience with a focus on Advocacy, Governance and Compliance.
- Experienced in coordinating on governance and advocacy related projects with government and multiple stake holders.
- Work experience in advocacy policy into practice would be an added advantage.
- Proven writing, editing, design skills in Nepali and English (mandatory).
- Experience on Project Agreement, Monitoring, Evaluation and compliances as per SWC guidelines.
- A good understanding of government policies, guidelines, commitment of women's reproductive health rights.
- Good Experience on coordination and working with Ministry, Division, Offices, external partners- Federal, Provincial and Local levels.

## **Skills:**

- Good understanding of written and spoken English
- Basic computer skills including excel and word
- Multitasking and ability to meet deadlines
- Good time management
- Ability to work with team as well as independently

## **Attitude/ Motivation:**

- Client-focused
- Proactive
- Results-driven
- Strong commitment to the goal and vision of Sunaulo Parivar Nepal
- Desire to understand people's motivations, desires, hopes, fears and dreams
- Pro-choice
- Goes beyond the obvious to look for creative solutions from multiple perspectives
- Team Player
- Well-connected in local marketing and communications scene and always seeking inspiration from other knowledge sources