

Manager - Policy, Advocacy and Government Relations

Location: [Africa] [Kenya]

Town/City: Karen

Category: Advocacy

Job Type: Fixed term, Full-time

You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview In case you are shortlisted

Job Title : Policy, Advocacy and Government Relations Manager

Reporting to : Program Effectiveness and Impact Director

Grade Level : 17

Work Location : Nairobi

Purpose of Position

To provide overall leadership and management in the design, fund raising and implementation of all Policy and Advocacy interventions for the National office to enhance child wellbeing and sustainability of programs of World Vision Kenya in the communities. This position will also provide leadership in engagements with Government Ministries, Departments and Agencies at the National and County levels. The position holder must be able live out and communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that serves as an example to others.

Major Responsibilities

Technical Leadership and Management, 30%

- Provide leadership in the designing policy and advocacy interventions in the Technical Programmes and adaptation by the Area Programmes
- Provide leadership in conducting regular analysis of external landscape and generate briefs to inform policy and advocacy decisions by the Technical Programmes and Area Programmes
- Provide technical assistance to the Technical programmes in utilizing evidence from the field to develop Quality position papers, engagement briefs, policy briefs and budget briefs
- Provide leadership in enabling the linkages and engagement of staff and partners in networks and coalitions that promote improved sustainable wellbeing of most vulnerable children
- Provide leadership in the linkages of advocacy issues from the National level to International levels
- Review and approve all reports on advocacy as integrated in the Technical Programme reports from the field
- Prepare and produce advocacy briefs and reports for dissemination to various internal and external stakeholders
- In collaboration with the Design, Monitoring, Evaluation and Learning unit ensuring effective utilization of the policy and advocacy approaches as per the partnership and donor standards
- Develop the policy and advocacy operating business plan in collaboration with the other technical managers and departments
- Develop practical tools in monitoring and evaluation of policy and advocacy policies.
- Develop operating business plan for the technical area in collaboration with the other technical leads and departments.

Government Relations, 20%

- Develop and maintain an Online register of all relevant Government Ministries, Departments and

Agencies that the organization needs to maintain relationship for strategic regular engagements at the National and County levels

- Maintain updated contacts and profiles of all Cabinet Secretaries/ Ministers, Principle Secretaries and other key government VIPs that are accessible by SLT from time to time
- Develop the organization's Annual Government's Engagement Plan with clarity on the objectives for engagement, targets and responsibilities of Senior Leadership Team and Senior Management Team
- Provide technical assistance to Technical Managers in ensuring represent the organization in high level technical working groups and sector working groups, that focus on child wellbeing issues and influence decisions being made in such platforms
- Ensure that the relevant Government Ministries, Departments and Agencies at the National and County level are regularly updated on the organizations plans and reports, this includes disseminating the organization's annual plans, budgets and annual reports to strategically targeted Government officials and offices
- Lead the planning and coordination of high level Government engagements that require the involvement and participation of the Senior Leadership team at the National and County levels; including engagements with the Executive, National Assembly, the Senate and other Constitutional offices
- Ensure that the Senior Leadership Team and Senior Management Team are regularly informed of key Government policy, legislative and administrative decisions that affect Child wellbeing, and the implications of such decisions
- Track and report on progress and achievements from all Government engagements at the National and County levels
- Coordinate the hosting of VIP events and visitors with the relevant programmes and departments.
- In collaboration with the relevant departments and communications, provide support and advice

to the National Director on drafting letters, writing talking points and speeches for government engagements

- In collaboration with EARO, engage with Ministry of Foreign Affairs on the Host Country Agreement as it relates to World Vision so as to capitalize on all potential benefits under the Privileges and Immunities Act
- Continually research and appraise the SLT on all appropriate Protocol business processes, policies and procedures; and make recommendations for their consideration when there are significant changes in the regulatory environment that affect WV's status as a Diplomatic mission/ Registration

Donor Engagement and Fund raising, 20%

- In collaboration with Resource Acquisition and Management unit, develop and market quality capacity statements, concepts and proposals to increase funding portfolio for Policy and Advocacy
- In coordination with RAM Department develop annual growth plans for Policy and advocacy in line with the NO strategy
- In collaboration with RAM, actively engage in funding negotiations with support offices and donors in alignment with Regional Grants Acquisition & Management Strategy & the Regional Working Group Decisions
- Reach out to, and engage with, current and potential donors and pursue new funding opportunities
- Provide advice on donor management (government/private donors and support offices) ensuring proper resolutions
- Provide support to RAM in responding to appropriate request for applications for bilateral and multilateral sources in coordination with relevant SOs and management of grant funded program
- Actively participate in the "Go / No-go" decision making process and ensure that all risks are

addressed consistently

Monitoring, Accountability and Innovation, 15%

- Ensure quality programming, innovative designs, monitoring, evaluation, reflection, learning and reporting of all advocacy interventions
- Promote research, documentation and scaling up of best practices
- Ensure the development of policy and advocacy capacity to focus strategically on initiatives which generate high quality programming leading to measurable and sustainable development
- Ensure proper management and stewardship of donor and organizational resources
- Ensure that findings and recommendations from various accountability mechanisms such as Peer Review, Operational and Finance Audits, Program evaluations, Program Capability Review, are acted upon in a timely and effective manner
- Develop departmental risk register, ensure its implementation to mitigate risks and ensure accountability
- Monitor the implementation of the advocacy related audit recommendations

Staff capacity development and performance management, 10%

- Model a high standard of personal Christian leadership, ministry and integrity through lifestyle and work relationships that support spiritual development of the team
- In close collaboration with P&C, ensure right program staff are recruited, retained, and provided with intentional opportunities, mentoring and coaching for development.
- Assess and plan for staff capacities/competencies
- Engage appropriate SMEs for identified training gaps

- Facilitate capacity building of staff on technical modules,
- Staff supervision and guidance to ensure overall quality and comprehensive management of technical program

Any other Duty assigned by supervisor or designee 5%

- Serve as a member of the Senior Management Team
- Participate and contribute in other committees and task forces as appointed by the Senior Leadership Team from time to time
- Perform any other duty as may be assigned by supervisor or designee from time to time

Knowledge, Skills and Abilities

The following may be acquired through a combination of formal or self-education, prior experience or on-the job training;

- The position holder should have a Master's degree in either Social Sciences, Political Sciences, International Relations, Development Studies or other relevant fields
- Minimum of 10 years' experience in Development work, Social services, Child Protection; with a thorough understanding of all areas of project management cycles in a complex, international development organization. 5 years should have been at a managerial level
- Training or certification in Portfolio and/or Program Management with accredited institutions.
- Extensive knowledge and experience on Governance, Justice, Law and Order, Global development issues and Human Rights Instruments, Policy Research and Analysis, Public Policy and Advocacy
- Significant experience in engagements with Government Ministries, Departments and Agencies including interacting with high level Executive arm of Government, National Assembly, the

Senate and other Constitutional offices

- Extensive experience of working with networks and coalitions on Economic & Social Rights Advocacy Issues
- Experience in working with citizens' groups, non-state and state institutions in undertaking social accountability initiatives
- Demonstrated track record in proposal development, funding acquisitions and grant management for major donors preferred
- Good understanding of the Humanitarian industry
- The position holder must be results oriented and team a player
- Excellent communication and presentation skills in English
- Knowledge of World Vision International working systems, policies and standards will be an advantage