

Senior Associate, Policy and Government Relations at Evidence Action

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Job Description

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Evidence Action scales proven interventions that improve the lives of millions. We only implement cost-effective programs whose efficacy is backed by substantial rigorous evidence. We identify innovative, appropriate financing mechanisms and build best-practice operational models. We voraciously self-evaluate, learn, and improve our models for scaling effective interventions with a commitment to transparency, impact, and value for money.

Job purpose

Evidence Action is looking for a dynamic individual with strong communications, interpersonal/public relations and graphic design skills to help programs collaborate effectively with governments and private partners in implementing our interventions. The person hired for this role will also support the collection and documentation of policy-related impact stories in the African region in coordination with our country offices in Kenya, Uganda, Malawi, and Zambia.

Duties and responsibilities

Organize Program Committee Meetings

Organise meetings with stakeholders including the steering committee, management team committee, and the secretariat among other meetings.

Attend various programme committee meetings to offer support, and take and circulate minutes.

Follow up on committee meeting discussions and action points including signing and finalizing documents, letters and MoUs.

Build and maintain relationships with various partners and stakeholders in the committees and keep them continuously engaged.

Support the running of a functional NSBDP(National School-Based Deworming Program) Secretariat comprising Core Program Stakeholders to administer the program and handle program logistics.

Support program implementation for activities requiring cross-programme and cross-stakeholder coordination and follow-up.

Track the movement and transfers of key partner stakeholders and document the same for seamless coordination.

Program Processes and Learnings Documentation

Document and update program processes and procedures in consultation with Program Leads and other stakeholders including preparing process documents, writing one-pagers and tracking compliance with outlined procedures.

Prepare and maintain templates for contracts, MoUs, reports, presentations and other regular documents.

Document quarterly Government relations, policy and partnerships progress from programme team leads.

Prepare quarterly policy, partnerships and Government relations newsletters for internal dissemination.

Document and archive Policy and Partnerships material including meeting minutes, programme agreements, Letters, Memorandum of Understanding etc. on .

Ensure that team members maintain program files on Box in an ordered and synchronized way.

Support the teams in policy, partnerships and Government relations training for effective program implementation.

Program Reporting to Partners

Tracking partner commitments in the MOUs including work plans, budgets and milestones.

Prepare presentations, reports, talking points and discussion briefs, and share them with relevant team members and stakeholders ahead of meetings.

Support team leads in documenting and disseminating the quarterly partner's progress reports.

Visually design policy and Government relations communications material in a graphic presentation as the need may arise.

Requirements

Qualifications

A Bachelor's degree in political science, public administration, government or a related field

At least 3 years of related experience working with multiple systems in the Government and Private Sector.

NGO (International Development) Experience is desirable.

Attributes and Competencies

Must possess excellent verbal and written communication skills

Demonstrated success in forging relationships with government officials and engaging in policy decisions and partnership building

Good graphic design skills, with demonstrated ability to generate high-quality content for various audiences.

Ability to translate complex issues into smart and stunning visuals.

Knowledge of policy and rules of procedure in governance spaces.

Interest in the world of evidence-based research, program implementation and policy.

Adaptable, self-motivated, inquisitive, and a team player who is interested in being part of a fast-paced, growing and diverse team.

Detail-oriented with demonstrated ability to multitask and meet short deadlines.

Excellent interpersonal skills and ability to navigate complex personalities.

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