

ADVOCACY LIAISON – POLICY & ADVOCACY TEAM



The Advocacy Liaison officer will develop, organize and execute a wide range of activities to influence policy according to the scope of TIPNG programmes, and specific results-oriented projects. The Officer will carry out policy analysis and the develop position statements of TIPNG for advocacy.

Generic Responsibilities

- Adherence to TIPNG policies and guidelines
- Prepare and develop reports as required by management
- Ensure proper filing of documents - online and offline
- Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
- Actively seek Membership for TIPNG amongst Policy & Advocacy stakeholders

SPECIFIC RESPONSIBILITIES

- 1. Team Tasks** - Support the Policy & Advocacy Officer with day-to-day work of the Team by:
 - Working with the Policy & Advocacy Officer in keeping minutes of all stakeholder meetings and preparing team reports for donors, board and when required by Management
 - Organising events and meetings to ensure the Advocacy Plan is active and progressing
 - Working with the Officer to develop and maintain document control for the Team
- 2. Research & Campaigns Tasks** – Support the Deputy Director – Policy & Advocacy in providing the evidentiary basis for TIPNG Campaigns, by:
 - Implementing the Advocacy Plan
 - Conducting analysis of existing research literature and produce briefs for campaigns
 - Reviewing legislation and policy documents to produce briefs for campaigns
 - Developing campaigns with clear objectives based on research and TIPNG Strategy
 - Monitoring the impact of TIPNG research and campaigns to improve future interventions
 - Maintain Policy and Advocacy document library for use by colleagues
 - Keep colleagues informed of positions on issues and campaigns
 - Maintain record of positions on issues and campaigns
- 3. Liaison Tasks** – Coordinate work within TIPNG to strengthen advocacy outside the organisation
 - Responsible for liaising with Communications Team on Campaigns
 - Ensure the Team is consistently using key messages from the Communications Plan and the Advocacy Plan in Campaigns and team activities
 - Consult within TIPNG so as to share TIPNG’s position on campaigns & relevant issues and to represent the organisation in forums
 - Support engagement with stakeholders, for activities external to the Team
 - Provide relevant content for dissemination to stakeholders
- 4. As and when required**
 - Attend meetings on behalf of Deputy Director – Policy and Advocacy
 - Assist counterpart TIPNG Core and Programme Teams with specified tasks and activities
 - Assist TIPNG Board and Management with specified tasks and activities

SKILLS REQUIRED

- Demonstrable experience and achievements working in and advocating towards multi-stakeholder platforms and processes
- Experience in stakeholder mapping and strategizing according to policy objectives of different projects
- Experience in policy analysis, lobby and advocacy working with sub-national, national, regional and global dimensions
- Good understanding of political affairs and international institutions dynamics Papua New Guinea and the Asia Pacific region
- Ability to quickly understand and absorb new topics, issues and disciplines and distil relevant advocacy strategies from them
- Ability to write clear and concise technical briefs and to quickly understand and absorb new topics, issues and disciplines and distil relevant advocacy strategies from them
- Proven ability of multitasking and producing quality results within tight deadlines and under pressure
- Excellent communication and project management skills; team player and facilitator
- Analytical, decision making and presentation skills with excellent command of written and spoken English
- Time management and organisational skills with experience working in a not-for-profit organization
- Good computer proficiency and knowledge MS Office Suite

APPLICATION CLOSE: FRIDAY 20 SEPTEMBER 2019, 5:00PM