

Job description

Job Title: Project Officer- Policy Dialogue and Advocacy

Employment rate: 100%

The Project Officer – Policy Dialog and Advocacy will facilitate and support partners to implement interventions aimed at establishing an enabling environment for post-harvest management (PHM) at national and local levels (Outputs of Cluster 1). The officer is responsible to coordinate and monitor Grain Postharvest Loss Prevention (GPLP) project activities in the Dodoma region. The officer will work closely with project team in collecting, analysing and packaging evidences from the field and fed into advocacy initiatives through multi-stakeholder platforms.

A) Definition of tasks

- Organisational integration**

Organisational unit	GPLP, HELVETAS Tanzania
Staff category	Project Officer
Location	GPLP project office in Dodoma

- Reporting**

Reporting to	GPLP Project Manager
Direct superior of	Non
Acts as deputy for	Non
Will be deputized by	PO - Communication, Awareness Building and Training

- Overall targets**

A. In collaboration with partners, establish and strengthen the multi-stakeholder platform and district forums for coordination and information sharing on PHM at the national and local (district and ward) levels
B. Lead and facilitate the implementation of multi-stakeholders approach advocating to establish an enabling environment for post-harvest management (PHM) practices at the national level
C. Lead and facilitate the implementation of multi-stakeholders approach advocating to establish an enabling environment for post-harvest management (PHM) practices at the local level
D. Coordinate planning, implementation and monitoring of all GPLP project activities in Dodoma region.

- Main tasks**

A In collaboration with partners, establish and strengthen the multi-stakeholder platform and district forums for coordination and information sharing on PHM at the national and local (district and ward) levels. The Project Officer will carry out following specific tasks: <ul style="list-style-type: none"> Support in identification of postharvest related stakeholders with partners in and to execute policy dialogue and advocacy initiatives. Guide and support partners in identification of national PHM platform/district forums members and carry out needs assessment to strengthen them. Participate in capacity building of national platform/district forums ensuring that they can carry out PHM advocacy initiatives
B Lead and facilitate the implementation of multi-stakeholders approach advocating to

<p>establish an enabling environment for post-harvest management (PHM) practices at the national level</p> <ul style="list-style-type: none"> • Guide and support partners to facilitate multi-stakeholder platform (TPMP) ensuring regular meetings and dialogues are organised, positions and recommendations in regards to PHM issues are raised to relevant duty bearers and institutions at national level. • Support partner and national PHM platform (TPMP) to develop and execute their work plans including PHM advocacy plans. • Facilitate linkages between national PHM advocacy initiatives with local level initiatives • Organise regular monitoring of progress and support partners in periodic reporting • Identify and coordinate with relevant PHM stakeholders for sharing information at the national level
<p>C Lead and facilitate the implementation of multi-stakeholders approach advocating to establish an enabling environment for post-harvest management (PHM) practices at the local level:</p> <ul style="list-style-type: none"> • Guide and support partners to facilitate district level forum, ensuring productive sharing meetings and dialogues, synthesise positions and recommendations with regard to PHM issues to relevant duty bearers and institutions at local level. • Support partners and district forums to develop and execute their work plans and PHM advocacy plans. • Facilitate linkages between PHM advocacy initiatives at local level and national level. • Organise regular monitoring of progress and support partners in reporting • Identify and coordinate with relevant PHM stakeholders at the local level
<p>D Coordinate planning, implementation and monitoring of all GPLP project activities in Dodoma region</p> <ul style="list-style-type: none"> • Consolidate work plans of all the partners to coordination implementation of activities of all clusters and partners in Dodoma region • Support partners in Dodoma region in preparation and implementation of their work plans • Lead the cascading and rolling out of activities in the field with technical support from the Cluster Technical Lead Officer and in coordination with the District Focal Person • In collaboration with the District Focal Person, support coordination amongst implementing partners, help identify and address emerging challenges during field implementation • Support partners to implement M&E plan, ensure periodic reporting and synthesize lessons learned in the region • Validate reports submitted by partner and District Focal Person and submit monthly, quarterly, half yearly and annual reports comprising of all clusters (with case studies and success stories) from the region • Responsible to oversee the implementation of activities and ensure set annual targets are achieved by the partner in Dodoma region • Identify strategic partners and facilitate networking with various PH stakeholders, allies and media in Dodoma region

B) Competency profile

1. Basic education

<p>Mandatory</p> <ul style="list-style-type: none"> • Postgraduate degree in any relevant field; academic degree in agronomics/economics will be an advantage
<p>Optional</p> <ul style="list-style-type: none"> • Training in advocacy and lobbying involving multi-stakeholder approaches

- Training in policy analysis and policy dialogues
- Training in market development/M4P approaches.

2. Further training or specific skills

Mandatory

- Ability to guide, coordinate and mentor partners engaged in delivering advocacy initiatives enabling environment on PHM
- Ability/experience in interacting and collaborating with government at national and local level, and other stakeholders for advocacy and lobbying
- Ability to coordinate and facilitate a multi-stakeholder forum
- Proven ability to write and edit a wide range of materials including speeches, position papers/briefing papers, press releases, and in-depth reports.
- Proven ability to influence policies and legal frameworks
- Excellent written and presentation skills in English and Swahili

Optional

- Knowledge of market development/M4P approaches.
- Policy Analysis
- Sound presentation skills

3. Professional experience

Mandatory

- Minimum 5 years of professional experience, of which at least 3 years in policy advocacy and lobbying.
- Working experience with local NGOs, INGOs or donor funded project in an advocacy carrier
- Experience in engaging with government at both national and local levels in advocacy interventions

Optional

- Working experience with INGOs or donor funded project in advocacy and lobbying career.
- Field Work Experience in rural outreach

4. Methodological and/or leadership competencies

Mandatory

- Assertive leadership style
- Ability to influence and guide others (partners, forums) for advocacy processes,
- Good organizational skills,
- Proven competencies for partnership and alliance management

Optional

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5. Social and personal competencies

- Sound knowledge of Tanzanian institutions
- Ability to maintain and strengthen relations with press, government, partners, forums, platforms and stakeholders, representing the HIS interest.
- Shares HELVETAS value system
- Team player
- Motivated, active and enthusiastic
- Ability to work under pressure and yet deliver on time with accuracy
- Promote gender and social equity
- Willingness and ability to travel and work in the fields

6. Languages

Mandatory
<ul style="list-style-type: none">• Excellent command of written and spoken English and Swahili
Optional
<ul style="list-style-type: none">• Can speak local ethnic language

7. IT skills

Mandatory
<ul style="list-style-type: none">• Proficiency in Microsoft Office Products (Word, Excel, PowerPoint; Outlook)
Optional
<ul style="list-style-type: none">• Experience with media (webpage management, social networking, online collaboration tools).• Experience in graphic design

Signatures:

Position holder: <input type="text"/>	
Date	Signature:
Direct Superior: <input type="text"/>	
Date	Signature: