

**JOB DESCRIPTION**

<b>JOB TITLE: POLICY AND ADVOCACY SPECIALIST</b>	<b>DEPARTMENT: RESOURCE DEVELOPMENT AND COMMUNICATIONS</b>
<b>JOB LOCATION: MASERU</b>	<b>REPORTS TO: NATIONAL DIRECTOR</b>
<p><b>JOB PURPOSE:</b> Briefly describe the overall purpose or function of the job          In collaboration with program teams, the Policy and Advocacy Specialist will provide strategic advocacy support to Habitat for Humanity Lesotho’s work. This position will support the implementation of the organisations cross disciplinary strategic priorities including shaping advocacy strategy while working with the Africa Area Office Policy and Advocacy Manager.</p> <ul style="list-style-type: none"> <li>▪ Ensures continued acquisition and utilisation of knowledge related to housing, poverty and social policy.</li> <li>▪ Working with the MEAL team to develop evidence-based research on behalf of Habitat Lesotho for advocacy and policy work</li> <li>▪ Develop knowledge materials related to HFHL advocacy work for influencing.</li> <li>▪ Working with the communication team to develop evidence-based documents for media work.</li> <li>▪ Represent the organisation in national conference as a way to position the organisation work through networking and collaboration</li> <li>▪</li> </ul>	
<b>Focus Area</b>	<b>Description</b>
<b>Knowledge</b>	
Policy and advocacy engagement around access to housing, basic services, tenure security and climate resilience.	<ul style="list-style-type: none"> <li>▪ Drives Habitat for Humanity Lesotho knowledge and regularly updates through consulting relevant literature, networks on Habitat for Humanity Lesotho Advocacy issues.</li> <li>▪ Collaborates with National Director (ND) Business Development &amp; Partnership Manager (BDPM) to determine areas for investigation.</li> <li>▪ Ensures Habitat for Humanity Lesotho generated knowledge is appropriately packaged, disseminated and covered in communication activities for Habitat Lesotho.</li> <li>▪ Lead in the development of relationships and partnerships and represent the organization’s in agreed priority , and represent the organization in key networks, ensuring that participation reflects the perspective of Habitat for Humanity Lesotho’s field experience and key policy priorities</li> <li>▪</li> </ul>

Project specific research	leads the planning of internal and outsourced research activities, based on advocacy strategy and policy project needs; executes research tasks as determined in collaboration with BDPM, compiles summaries and other documents.
Research and Report Writing	Work collaboratively with different team to prepare documents for dissemination, presents Habitat for Humanity Lesotho knowledge products, circulates knowledge products in own networks, channels knowledge from own networks into Habitat Lesotho advocacy knowledge work.
Networking and collaboration through Forum for intra- and cross sectoral learning	contributes to planning and supports implementation of knowledge-hub strategy, utilizes own professional network for success of same.
Training of staff and mentorship	prepares documents, send updates to staff, presents Habitat Lesotho knowledge products internally, organize learning sessions related to advocacy.
<b><u>Influence</u></b>	
Networking - *Politicians, NGO representatives, experts, local officials, government officials	Develop and host events, which highlight Habitat for Humanity Lesotho programming and advocacy positioning, ensuring key decision makers and stakeholders are present.
Coalition building	Networks with NGO partners, build coalitions. In support of BDPM, drives coalition building activities
Lobbying	<ul style="list-style-type: none"> <li>▪ Supports Manager in power and access mapping (general housing and campaign-specific planning), mobilizes own network for getting opportunities for introductions with decision makers, provides input for preparation of meetings, participates as necessary.</li> <li>▪ Represents Habitat for Humanity Lesotho in meetings in own network.</li> </ul>
Empowerment and mobilization	<ul style="list-style-type: none"> <li>▪ Collaborates with BDPM to ensure appropriate coverage of Habitat Lesotho ideas and initiatives</li> <li>▪ Represents at conferences, workshops.</li> <li>▪ Build strong relationships with different organizations' team members on specific policy and advocacy initiatives.</li> </ul>
Media	Supports creation of proactive and reactive advocacy related communication.
Reactive advocacy (media and with stakeholders)	Monitors trends and changes in housing- and social policy, proposals of different stakeholders and ensures appropriate and timely Habitat Lesotho reactions; contributes to creation of policy on Habitat Lesotho reactive advocacy engagement as well as corpus of basic statements and opinions on key issues
<b><u>Policy</u></b>	
Issue mapping	Contributes to creation and regular review of advocacy strategy and annual advocacy agenda on the basis of continuous monitoring of poverty housing related issues, trends and changes, consultations with various stakeholders; runs basic research on key issues and presents results to stakeholders and board to prepare strategic decisions about future directions of Habitat Lesotho advocacy program.

Issue selection	Analyze key international political and aid policy trends in areas related to Habitat for Humanity Lesotho's work, with a specific focus on access to decent and affordable housing and policy environment.
Program design	Contributes to development of proactive advocacy campaigns (research and knowledge generation and dissemination; development of advocacy proposal; networking and lobbying plan); explores funding options and contributes to creation of grant proposals as necessary.
Formulating alternative policy solutions	Develop briefing notes and position papers as requested for both internal and external use on key policy issues, and coordinate research initiatives as required;
Examining alternative solutions	Drives research activities to examine different policy options in proactive advocacy campaigns; ensures effective presentation of different alternatives to internal and external stake holders
Formulating proposals	Work with the fundraising team to in-cooperate advocacy component in the proposals
Formulating and developing demonstration projects	Contributes to determining and developing advocacy demonstration projects.
Implementing demonstration projects	supervises and supports project managers throughout implementation
<b>Funding</b>	
Determining funding needs and projects for grant funding	Contributes to shaping of advocacy strategy, issue selection and decisions on proactive advocacy campaigns
Grant canvassing - either through advocacy team, or through grant writer supported by advocacy team	Monitors funding opportunities, regularly updates Business Development and Partnerships Manager about calls and other opportunities
Grant administration (supporting assistant to ensure grant administration is safe and smooth)	Works with Business Development and Partnerships Manager to ensure smooth and safe grant administration
<b>Monitoring, Evaluation, Accountability &amp; Learning</b>	
MEAL system	Reviews the MEAL frameworks of advocacy projects, makes recommendations with a proposed project MEAL plans including regular project reviews, process and operations monitoring and participatory impact assessments. (develop indicators for MEAL of different types of projects);

**OTHER ADMINISTRATIVE DUTIES**

-Any other duties assigned by supervisor

**Knowledge (Education & Related Experience):**

- Active support of HFHI Values:  
Humility – We are part of something bigger than ourselves  
Courage – We do what’s right, even when it is difficult or unpopular  
Accountability – We take personal responsibility for Habitat’s mission
- Safeguarding: Habitat Lesotho requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.
- University degree (Advanced university degree will be an added advantage) in Social Sciences, International Relations, Political Science, public relations, media, communication, or other relevant disciplines.
- Five years of relevant and progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field.
- Field work experience in policy and advocacy work in humanitarian field.
- Background/familiarity with vulnerable groups programming, Land and Housing.
- Demonstrated professional commitment to human and community development
- Should have a strong understanding on general poverty, housing, social policy knowledge.
- English language fluency; and,
- A Clean driving Licence
- Work experience in an NGO environment will be an added advantage

**Skills (Special Training or Competence):**

- Result oriented
- Interpersonal skills
- Planning and Organising
- Public speaking
- Writing and research skills
- Strong communication skills (Both oral and written)
- High degree of integrity and maturity
- Result orientated and a self-starter
- Innovative
- Well organized with attention to detail;
- Creative problem-solver, resourceful, solution-oriented.
- Demonstrated ability to work with poise under tight timeframes;
- Flexible, patient and compassionate;
- Skilled at working in teams and independently;
- Sense of humour and positive attitude.

**Key Behaviours:**

- Interpersonal and intercultural sensitivity
- Team working
- Committed and responsible
- Willing to work out of contractual hours during times of need for that.

**KEY RELATIONSHIPS** (excluding own line manager and staff)

**Internal**

- Habitat for Humanity staff

**External**

- Partners
- Service Providers
- Government Departments

## HABITAT'S STATEMENT OF EXPECTATIONS SURROUNDING SAFEGUARDING

Habitat Lesotho requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Deadline for submission of applications is 29<sup>th</sup> June 2023 at 16:30 hours.

### How to Apply

Application letters accompanied by Curriculum Vitae should be submitted to the following email address: [abanqm@habitat.org.ls](mailto:abanqm@habitat.org.ls)

**NB:** Correspondence will only be conducted with short-listed candidates.