

VACANCY NOTICE

May 15 2012

Position **Senior policy and advocacy officer of ACT Alliance**

Timeframe **January 2013 – December 2016**

Purpose

To lead ACT Alliance policy and advocacy work so as to position ACT as one of the leading contributors and voices in promoting positive change in the lives of the people with whom we serve in our development and humanitarian work.

As part of the secretariat team, s/he shall work collaboratively with ACT members and ACT advisory groups to create realistic and innovative policy and advocacy engagement strategies as well as ensuring that the alliance has strong foundations for its related policy and advocacy work. S/he will represent ACT's views effectively to government and non-government policymakers in Geneva and beyond, together and on behalf of ACT members.

The position is situated within the ACT secretariat in Geneva, Switzerland within the programme department, working under the supervision of the Deputy General Secretary.

Main responsibility

To ensure that policy engagement and advocacy are promoted as key methods by which ACT Alliance implements its mission and strategic plans.

Responsibilities

- To **lead, manage and inspire a high-performing policy and advocacy team** within the secretariat of ACT Alliance to consistently support the work of the alliance. Direct line management responsibility for the Climate Policy and Advocacy Officer. Management of processes for the UN Advocacy Officer in New York and several policy process related teams across departments.
- To **develop and expand ACT Alliance's strategic relations** and partnerships in policy and advocacy work with key ecumenical actors with the General Secretary. This means especially the WCC, APRODEV, and includes EAA and regional ecumenical organisations. The priorities are to ensure a smooth transition of APRODEV to an ACT EU liaison office after 2014 according to an MoU between ACT and APRODEV, a successful launch of ACT engagement in New York at the Ecumenical UN office, jointly with the WCC, as well as to consider the best ways to establish ACT presence at other power-centres of the world.
- **Ensure alliance-wide coordination** of ACT advocacy work with regards to its advocacy agenda, including monitoring of main international and national developments, networking with relevant stakeholders, facilitating or leading the development of ACT policies and related strategies as appropriate, ensuring coordinated, well-timed and pro-active advocacy initiatives in line with ACT's advocacy policy principles and commitments, in a manner that makes ACT advocacy greater than the sum of its parts.
- **Lead the work on advocacy within ACT coordinating and advisory structures**, by collaborating with four ACT's advisory groups (lead ACT advisory group on advocacy), relevant communities of practice as well as national and regional forums. The main priority is to find best ways to support ACT's policy and advocacy, for instance, on policy analysis, defining advocacy positions and strategies or developing methodologies to advocate.

Key areas of competence:

- Commitment to the ecumenical movement, development and humanitarian standards and principles and the core values and mission of the ACT Alliance. Knowledge and ability to be ethical, professional and accountable in humanitarian assistance, development and advocacy work.
- Proven experience of civil society engagement on national, regional or international policy making processes, preferably on a multilateral setting. Experience from working with the churches and ecumenical actors in seen as an asset.
- Proven ability to strategically analyse international, regional and national political contexts on main international development policy issues, facilitate agreement on positions, understand decision-making processes for timely interventions as well as produce policy and advocacy materials.
- Proven experience of successfully managing processes, resources, budgets and people at senior level.
- Articulation and representation skills for dialogue and relationship building with members, ACT structures and external organisations. Skills in group facilitation, training and presentations.
- Flexibility to adapt to reactive work demands and ability to work under pressure. Ability to travel.
- Strong written and oral communication and interpersonal skills for collaborative team work and networking in a multi-cultural environment. Computer literacy and information management.

Essential qualifications:

- Master degree in development, international relations or other relevant subject, and/or equivalent experience.
- Minimum of 10-15 years experience in policy and advocacy work related to humanitarian, development or other international policy at national, regional or international level, out of which 5 should be in senior positions.
- Proficiency in English essential.

ACT Alliance is a global alliance of churches and church-based organisations who work in humanitarian assistance, development and advocacy. The 133 members of the alliance work in 140 countries with a combined income of US\$1.5 billion, making ACT one of the largest global humanitarian and development alliances. ACT's current advocacy agenda is climate change, development and humanitarian policy, as well as country situations at varying intensity. ACT has a small secretariat based in Geneva, Switzerland. The working language of the secretariat is English.

Application Procedure: Applications can be made by sending a letter of application together with the CV, full contact details of referees to ACT Alliance, P O Box 2100, 1211 Genève 2 or to act@actalliance.org

Closing date for applications is June 18, 2012.

Note: only those short-listed for interview will be contacted.