



Broad & Gurley Street Raymond Building 2nd floor Monrovia Liberia - West Africa.

The Partners in Sustainable Development Initiatives (PSDI) is a legal national civil society advocacy, capacity-development organization based in Monrovia that supports a wide range of humanitarian projects. PSDI is committed to conducting business in compliance with all applicable laws, rules, and regulations, and in accordance with the highest standards of business ethics. Our approach is based on promoting a patriotic and nationalist sense of transparency and accountability programming committed to sustainable development initiatives through empowering citizens, galvanize support for ambitious new ideas and promote more impactful initiatives and projects for nation building. At every stage of our intervention we **monitor, evaluate** and **learn** what works, when, how and why by sharing knowledge across country with other partners and support adaptive learning in the transparency and accountability space under six pilots: **LISTEN, PARTNER / COLLABORATION, DEVELOP, IMPACT, MEASURE and LEARN**

PSDI is seeking an experienced and talented **Advocacy and Policy Officer** to assist implement health programs. We are looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges in Liberia Health Sector. In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best. This is our pledge to you.

Deadline: August 15, 2018 5: PM

Submit application to: psdiliberia1@gmail.com

SUMMARY OF ROLE

The Advocacy and Policy Officer will promote PSDI's policy and advocacy agenda that focuses on promoting evidence-based health workforce and health system policies, practices, and programs. PSDI works to educate and influence a range of Liberia's key Health care policy and decision makers' processes and intend to play key leadership roles in advocacy coalitions, alliances, and initiatives with special focus on Advocacy for Health care policy reform, improved and quality implementation with gender equity and poverty focus and monitoring with sustainability quality - transparency & accountability.

Primary Responsibilities

The Advocacy and Policy Officer will strategically contribute to the design and implementation of PSDI's policy and advocacy work. The candidate selected will serve as a key liaison with external stakeholders including representatives of partners, donors and the private sector. He / She will contribute to the management of the coalitions and initiatives in which PSDI plays a leadership role, conduct policy analyses around critical topics to PSDI's agenda, represent PSDI and affiliated coalitions in relevant advocacy alliances and forums and coordinate PSDI staff and participation in high-level advocacy-related communication activities. The officer will also assist in management of fellows and interns on the advocacy team.

Essential Functions

- Serve as the focus person of the Advocacy for Health care policy reform, improved and quality implementation with gender equity and poverty focus and monitoring with sustainability quality - transparency & accountability.
- Support refinement and expansion of PSDI's advocacy agenda and play a key role in implementing PSDI's policy analyses, advocacy initiatives and events and related communications activities.
- Identify, cultivate, and expand network of key political allies, including Liberia government agencies, key lawmakers, staffers, advocates, NGOs/FBOs, and the private sector to advance the policy and advocacy agenda of PSDI and the coalitions. Provide these stakeholders with salient information on a continuing basis.
- Track and analyze global health and development policy and advocacy environment and recommend strategic opportunities for PSDI's engagement.
- Support supervision and oversight of the capacity-building efforts in advocacy for PSDI's advocacy team and partners

EDUCATION / EXPERIENCE REQUIREMENTS

- Master's Degree in a related field (global health, public policy, public health, international affairs or other related field) and a minimum of 3 years' experience in creation and implementation of policy and advocacy initiatives; or Bachelor's Degree in a related field and a minimum of 6 years of experience in leading the implementation of policy and advocacy initiatives.
- Significant experience cultivating and managing coalitions or partnerships with a range of stakeholders.
- Knowledge and understanding of the functions, structures, and decision-making processes of the Liberia government related to international development, including the legislative process, and familiarity with Liberia government and international policies relating to global health.
- Familiarity with international processes related to global health and/or experience implementing advocacy and policy initiatives in Liberia preferred.
- Experience in management, reporting, conducting policy analysis and synthesizing technical information and materials for policymaking audiences.

- Experience in coordination of advocacy-related events with strategic communications to advance advocacy objectives.
- Strong organizational skills and ability to be flexible and work well under pressure in a fast-paced, multi-task team environment.
- Excellent verbal and written communications skills in English

Competencies

- **Innovation** - Develops new, better or significantly different ideas, methods, solutions or initiatives that result in improvement of PSDI's performance and meeting objectives, results and global commitments.
- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high quality results for PSDI's success. Exercises ethical practices, respectful words and behaviors, and equitable treatment of others in all activities.
- **Service Excellence** - Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors
- **Strategic Thinking:** Applies organizational knowledge to identify and maintain focus on key success factors for PSDI while recognizing, anticipating and resolving organizational challenges. Ability to develop organization- and industry-specific expertise and apply sound decision-making processes to reach productive resolutions that translates strategy into actionable plans.

Good to note:

PSDI is a great place to work and we provide a dynamic inclusive work environment that supports health workers so they can improve the lives of people as a proud national employer with an **equal opportunity**. We consider qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects of employment. This is also to include inquiry about, disclosing, or discussing their compensation or the compensation of other applicants or employees.