

OPPORTUNITY TO WORK AT THE PAL NETWORK

Consultant, Policy Dialogues

Organization	People's Action for Learning (PAL) Network
Position	Consultant, Policy Dialogues
Location	Nairobi, Kenya
Reports to	Manager, Advocacy and Communications
Duration of the assignment:	6 months with the possibility of extension
Application deadline	22 nd December 2022
Commencement date	1- February 2023

About PAL Network

The People's Action for Learning (PAL) Network is a south-south partnership of 17 member organizations working across Africa, Asia and the Americas to assess children's basic reading and numeracy skills. Member organizations conduct citizen-led assessment and action intervention programs aimed at improving learning outcomes. Registered as a standalone NGO in Nairobi (Kenya), PAL Network was formed to accelerate and coordinate the shared work of its members towards achieving common goals and objectives.

Role Description

Project support

- Support the project on "Promoting Foundational Literacy and Numeracy (FLN) in Sub-Saharan Africa (SSA) through Multi-level Advocacy and Transnational Linkages": reporting to and engaging with the Advocacy and Communications Team to develop and review an advocacy plan that engages relevant stakeholders (regional and national) for policy dialogues on children's FLN in Sub-Saharan Africa.
- Conduct stakeholder mapping to identify key actors to promote children's FLN salience at regional (SADC, EAC, ECOWAS, AU) and national levels (Nigeria, Mozambique and Kenya).
- Collaborate with Advocacy and Communications Unit members to develop and implement policy dialogue events to capture voices of regional and national bodies: Engage with stakeholders at national, regional and continental level, into conversations around FLN saliency.
- Support the Advocacy and Communications team to facilitate and monitor regular communications and meetings with stakeholders and donors: Support the mobilization of expertise, briefing, and debriefing when required.
- Participate in field pilot studies, advocacy-related activities to understand broad trends and develop evidence-based FLN advocacy products

Evidence based advocacy products

- Boost the implementation of the advocacy strategy for foundational literacy and numeracy based on existing projects at PAL Network.
- Conceptualize and produce advocacy products from Citizen Led Assessments and Actions to improve FLN in the global south.

Coordinate structured communication through conferences, blogs, meeting, forums

- Write and coordinate blogs, research articles and external communication on assessment, action, policy and strategies for FLN. Being able to express effective targeted messages and powerful communications is key for this position
- Work with the team to conceptualize and implement the peer forums, and policy dialogues.
- Work with the team to coordinate and ensure the participation in the forums and policy dialogues of national, regional and continental stakeholders.

Others

- Identify fundraising opportunities for Advocacy Focus Area and contribute to development of departmental funding proposals
- Attend network and team meetings and retreats as may be required and write monthly reports
- Support on social media and other advocacy activities to promote the salience of FLN in the global south with particular focus on Sub-Saharan region.

Qualifications and Experience

- Master's degree in public administration, international relations, project management, development studies, social science, or related field.
- 3 to 5 years of post-graduate professional experience in a sector relevant to the scope of the assignment,
 - ✓ Proven track in project coordination, preferably working with international organizations.
 - ✓ Proven track in managing-liaising communications with different stakeholders
- Excellent written and oral communication skills in English. Fluency in French or Portuguese desirable.
- Excellent Microsoft applications skills.
- Proven track in managing and supervising the organization of events.
- Work experience with a multicultural team.
- Proven track record of developing work plans, monitoring, and evaluation.

Other Skills

- Excellent interpersonal skills
- A team-oriented and service-oriented working style
- Self-motivation and an ability to work independently
- Excellent attention to detail and accuracy
- The ability to operate calmly and effectively in a high-stress situation and environment
- The ability to engage successfully with high-level stakeholders across government and other organisations/institutions; □ Familiarity with public policy analysis (review and analysis of grey literature) and strong knowledge of African politics, political systems, political actors and relations.

Application Procedure

To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on **22nd December 2022**.

1. Statement of Purpose (SOP) describing why, how, and what makes you a good fit for this role. Please give specific examples that align with this job description- 1-page max.
2. CV (maximum of 2 pages)

PAL Network is an equal opportunity employer and only shortlisted candidates shall be contacted.