OPPORTUNITY TO WORK AT THE PAL NETWORK

<table>
<thead>
<tr>
<th>Organization</th>
<th>People’s Action for Learning (PAL) Network</th>
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<tbody>
<tr>
<td><strong>Position</strong></td>
<td>Program Manager (Communications and Advocacy)</td>
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<tr>
<td><strong>Duty station</strong></td>
<td>Nairobi, Kenya (or other PAL Network member locations)</td>
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<tr>
<td><strong>Travel</strong></td>
<td>Travel required across PAL Network locations</td>
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<tr>
<td><strong>Experience</strong></td>
<td>4+ years</td>
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<tr>
<td><strong>Education</strong></td>
<td>Masters/MBA (equivalent or higher)</td>
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<td><strong>Application deadline</strong></td>
<td>31st March 2021</td>
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The People’s Action for Learning (PAL) Network is currently seeking services of a Program Manager for Communication and Advocacy. The Program Manager will offer leadership to guide the overall implementation of the strategy ensuring it builds and strengthens the network. The Manager will be responsible for the Advocacy Focus Area - ensuring the growth and implementation of related tasks in accordance with PAL Network’s strategy. S/he will provide conceptual leadership, create linkages and partnerships at global, regional, and national levels. The Manager will also support action, research, monitoring and evaluation, and Assessment pillars. S/he will also carry out fundraising, reporting activities and manage the staff assigned to the unit.

About PAL Network

The People’s Action for Learning (PAL) Network is a south-south partnership of 15 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.

About the Advocacy Pillar

The advocacy pillar amplifies the Network's voice for the need for equitable and inclusive policies and strategies in foundational literacy and numeracy for lifelong learning for all. Contribution of citizen-led assessment data to SDG4 monitoring remains a central component of our advocacy efforts in our current 2020-2023 strategy. The pillar pursues the following three broad strategic objectives:

- Transnational linkages with Governments and federations created to advocate for foundational learning
- Transnational alliances and linkages with civil society actors sustained to advocate for foundational learning
- National platforms leveraged to advocate for foundational learning

Job Description

**ADVOCACY STRATEGIES at transnational and national levels (40%)**

- Develop the advocacy strategy for foundational literacy and numeracy from an equity and inclusion perspective to guide the advocacy unit of the PAL Network
- Conduct review of the policy landscape with a focus on literacy and numeracy
- Jointly with the MELS unit, monitor the implementation of the communication and advocacy strategy
- Develop an engagement model to promote Foundational Literacy Numeracy at multiple levels (transnational and national) and oversee its implementation.
EVIDENCE BASED ADVOCACY PRODUCTS (20%)

- Jointly with the assessment unit, use existing multi-country data to develop evidence-based advocacy products
- Participate in field pilot studies, advocacy related activities to understand broad trends and develop evidence based FLN advocacy products

COORDINATE STRUCTURED COMMUNICATION THROUGH CONFERENCES, BLOGS, MEETING, FORUMS (10%)

- Write and coordinate blogs, research articles and external communication on assessment, policy, and strategies for FLN
- Oversee organization of the PAL research conference, ensuring coordinated messaging.
- Conceptualize the peer forums, and policy dialogues across the various geographies converging multiple stakeholders.

OVERALL PROJECT COORDINATION (20%)

- Lead and manage the project on “Promoting Foundational Literacy and Numeracy (FLN) in Sub-Saharan Africa (SSA) through Multi-level Advocacy and Transnational Linkages,”
- Communicate and coordinate with the members of Advocacy, Communications and other teams for regular information and documents sharing
- Act as budget holder for the Advocacy and Communications programs budget, approving program requests to ensure they are in line with program goals and objectives
- Identify fundraising opportunities for Advocacy Focus Area and contribute to development of funding proposals

STAFF MANAGEMENT (5%)

Manage unit staff on:
- Performance management by providing oversight for the day-to-day program staff accountability
- Monthly and end-of-year staff performance reviews
- Support to HR recruitment processes

OTHERS (5%)

- Attend, and fully participate in, network and staff meetings and retreats as required
- Write bimonthly and annual progress reports, and use these as the basis for monthly and annual engagements with the line supervisor
- Perform such other duties as may be required from time to time

Person Specification

Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T) and References (R), as indicated below:

Qualifications

1. Education: Advanced degree in education, Communications, economics, International Development, or any related field is preferred.
2. Experience Desired
   - 4 years (with Masters). (A)
   - Previous exposure to research management, advocacy, communications, policy research and analysis for education and allied fields. (A, I)
   - Significant global advocacy experience and track record. (A, I, R)
   - Relevant experience in organization, movement and network building. (A, I, R)
• Experience in multilateral agency engagement strongly preferred. (A,I,R)
• Experience of designing and implementing assessment and/or research projects is preferred. (I)

3. **Skills and Competencies**
• Strong attention to detail and the ability to correspond with a diverse and cross-cultural audience is a prerequisite. (I)
• Clear and precise communication skills (oral and written) in English is essential. (A,I)
• Proficiency in MS Office – Word, PowerPoint, and Excel is essential. (A,R)
• Knowledge and experience with data analysis and using data to tell a story is essential to be able to manage evidence informed advocacy. (A,R)
• Experience of research writing and crafting messages for external audiences. (A,I)
• Takes initiative, thinks innovatively and learns independently. (I,R)
• Respects diversity and is able to work in groups. (I,R)
• Working proficiency in French, Portuguese or Spanish will be an advantage. (I)

**Terms and Conditions**
• This post is offered as a 2-year contract starting April 2021. The contract may be renewable provided satisfactory progress is made.
• The standard working week is 40 hours per week. However, the demands of the job are likely to be such that a willingness to work longer hours as sometimes required is necessary.

**Application Procedure**
To apply for this position, please send the following documents to jobs@palnetwork.org by 31st March, 2021.
1. CV (maximum of 2 pages)
2. 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- 800 words max.

In addition, please share a brief piece you have individually authored, or share your media links. Only shortlisted candidates will be contacted.