# Job Description of Advocacy Officer

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Reports to</th>
<th>Reportees/Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy Officer</td>
<td>Policy, Advocacy and Outreach Dept.</td>
<td>Advocacy Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

## 2.0 POSITION OBJECTIVES

The Advocacy Assistant works alongside the Advocacy Coordinator in organizing the activities of the Unit. Primary focus is on seminars, conferences, some specific campaigns and liaison with SDPI research programs and networking. In general, s/he assists the Advocacy Coordinator in the ongoing initiatives and acts as a resource to both SDPI staff and outside partners.

## 3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

### 3.1 Core Responsibilities & Duties

1. Assist Advocacy Coordinator in Designing, planning and implementing advocacy strategy and campaigns for SDPI.
2. Organizing seminars, workshops and special lectures; shall spend much of the time in correspondence with speakers, press and invitees.
3. Write and send press releases, write seminar reports and undertake background research on the topics of seminars.
4. Assist Advocacy Coordinator in writing up budgets and take care of logistics for speakers, invitees and participants.
5. Responsible for particular campaigns and liaison with SDPI research programs – including keeping abreast of the in-house research, background research where required, correspondence, meetings with SDPI research staff, partners as well as other stakeholders etc.
6. Actively participate and represent the organization in various networks and movements to share SDPI position on various issues after in-house consultation.
7. Support the process to form networks with various stakeholders such as development sector donors, NGOs, private sector, research organizations and academic institutions to mobilize their support for sustainable development initiatives.
8. Assist Advocacy Coordinator in recording minutes of the meetings (where required), and preparation of "Advocacy Unit" reports for various purposes.
9. Keep tabs on SDPI research and use the channels of advocacy to facilitate the process of lobbying for policy making/change.
10. Any other job or related task as determined by the supervisor.

### 3.2 Occasional Significant Duties

1. Membership of Committee(s).
2. Engage SDPI in various national and international networks.
3. Discharge any other related administrative or management responsibilities assigned by supervisor.
## 4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)

<table>
<thead>
<tr>
<th>Education</th>
<th>Total Work Experience (In Yrs)</th>
<th>Sector Experience (In Yrs)</th>
<th>Skills</th>
</tr>
</thead>
</table>
| Master's degree in political science, development studies, English communications or a related field (Masters an advantage) | 2-4 years post qualification relevant Work Experience | 2 years | • Ability to write clear and concise reports  
• Proven ability to produce results within tight deadlines and under pressure situations  
• Ability of multi-tasking  
• Good computer proficiency  
• Communicate clearly and concisely, both orally and in writing  
• Good ability of working as team member and independently  
• Analytical, decision making and presentation skills  
• Outstanding proven time management and organizational skills  
• Demonstrable advocacy and fundraising skills |

## 5.0 DECISION-MAKING & AUTHORITY

Occasional Decision Making

## 6.0 PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>1. Up-to-date material is available for advocacy actions</th>
<th>2. Seminars, workshops and special lectures are organized effectively and efficiently</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Regular exchange of information with significant number of partner organizations</td>
<td>4. Availability of flawless Advocacy Unit reports</td>
</tr>
</tbody>
</table>

## 7.0 APPROVALS

Prepared By: Manager Human Resources  
Signature

Approved By: Dr Abid Q. Suleri (ED)  
Signature

Employee Name:  
Signature

Location: Islamabad  
Preparation Date: Dec 13, 2010