

## JOB DESCRIPTION

<b>Job Title:</b>	Somalia Policy, Advocacy and Communications Manager
<b>Location:</b>	Mogadishu/Hargeisa-(with frequent in country travels and internationally)
<b>Reporting to:</b>	Somalia Country Director
<b>Management responsibility (if applicable)</b>	Some consultancies as agreed with the Country Director
<b>Type of position:</b>	National position
<b>Grade and Salary:</b>	\$38,094 - \$46,850 gross salary per year
<b>Contract terms and hours:</b>	Open – but subject to programme funding availability; standard working week is 37.5 hours

### Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld is conducting a 5-year programme supported by the Ministry of Foreign Affairs of the Kingdom of the Netherlands for the delivery of community security programming in Somalia. The programme has three implementation sites—Mogadishu, Baidoa, and Kismayo. The programme has three principal strands. The first, in conjunction with partners, has seen the creation of Community Action Forums that complete conflict assessments of their local contexts, identify security concerns affecting the community and work with local security actors to establish ways in which these can be addressed. The second strand has seen Saferworld directly establish federal member state-level Police Advisory Committees consisting of civil society representatives, former police officers, lawyers, and government officials who will undertake regular monitoring visits of police stations in order to assess and advocate for improvements to be made. The third strand is focused on advocating for community policing and security sector reform.

The Policy, Advocacy and Communications Manager will be instrumental in increasing the broader impact of Saferworld and partners' work with communities in Somalia, gathering and analysing evidence to inform policy debates, and driving forward influential advocacy and communications at sub-national, national and international levels that are consistent with broader organisational goals.

### Job purpose:

The Policy, Advocacy and Communications Manager will lead on developing and implementing impactful policy, advocacy and communications strategies to influence broader changes related to Saferworld's programming work throughout Somalia. They will support communities and partners to advocate for change and communicate at local, national, regional and international level, and lead on gathering compelling evidence to inform and influence decision makers and policy debates. They will lead on pushing forward organisational policy priorities as they relate to Somalia, and ensuring effective coordination and communication across the organisation on related issues.

## **Roles and responsibilities:**

### **1. Lead on the development, adaption and implementation of the Somalia programme's policy, advocacy and communication strategies**

- Lead on the development of the Somalia programme's policy, advocacy and communications strategies and annual plans, including risk assessments
- Gather relevant evidence, stories and research from Saferworld programming in Somalia, analyse and present in appropriate formats for policy, advocacy and communications purposes
- Support the development of sub-national advocacy and communications strategies with partners and community groups
- Contribute to organisation-wide monitoring and evaluation of Saferworld's policy, advocacy and communications work and feed relevant lessons into ongoing Somalia strategy development and programme design and implementation
- Ensure Somalia advocacy and communications strategies are in line with organisational priorities, including on gender, conflict sensitivity and other relevant themes
- Feed in to Somalia programme funding proposals and donor reports as required from a policy, advocacy and communications perspective

### **2. Lead on the implementation of policy and advocacy activities**

- Lead Saferworld Somalia's external advocacy engagement with government, donors, and other relevant decision makers
- Keep abreast of the policy debate on issues related to peace, security, gender and development in Somalia
- Develop agendas and materials for advocacy workshops and trainings for staff and partners, and in some cases, facilitate these
- Provide dedicated support and accompaniment to the implementation of advocacy strategies with Saferworld staff and partners in Somalia
- Organise events, roundtables and policy tours at international, regional and national levels
- Develop effective and impactful advocacy materials and policy briefings
- Lead Saferworld's engagement with relevant NGO networks and forums (such as the Somalia NGO Consortium)
- Regularly monitor the impact of Saferworld's advocacy work, reporting on progress in biannual outcome harvesting workshops

### **3. Lead on Saferworld's communications work in Somalia**

- Lead on Saferworld Somalia's communications work, including proactively working with the team and partners to develop effective products which demonstrate impact and drive narrative change (case studies, blogs, photo projects, etc.)
- Lead on writing, editing, and quality control of research reports, presentations and other communications outputs
- Develop key messages for the Somalia programme, lead on creating and maintaining appropriate and consistent language and terminology across outputs
- Develop effective dissemination plans for advocacy, research and communications outputs from the Somalia programme, drafting content for mailouts, media and social media.
- Regularly convene members of the Somalia programme for policy, advocacy and communications meetings (this role will lead but it will be important to get others active and involved at all levels)
- Provide internal communications updates on the programme, including implementing the use of 0365, articles in internal news and attending regular meetings with international/regional teams as relevant
- Ensure that all communications material accounts for risks and programme sensitivities

## **Key working relationships**

- **Saferworld Somalia programme team** – coordinating and communicating with staff in Hargeisa, Mogadishu and field locations for effective policy, advocacy and communications and providing support to project coordinators on advocacy and communications
- **Partner organisations and communities** – work on joint advocacy and communications strategies and products, provide training and dedicated support and accompaniment as required, organise joint events and policy tours
- **Africa regional team** – regularly communicate with other advocacy and communications leads in the Africa region to keep them informed of our work in Somalia and implications at regional level

- **Advocacy Adviser to international programmes** – regularly engage with international adviser for advice and support, including regular one-to-one meetings
- **Communications team** – regular engagement on communications products and strategy development, provide internal news updates, work with them on communications products coordinating sign off, attend regular international communication calls and one-to-one meetings with the Head of Communications
- **Colleagues in the global policy, advocacy and communications teams** – engaging in regular policy and advocacy conversations with global team in London, Brussels and DC to keep them updated and work with them on thematic policy issues
- **External stakeholders** – regularly attend relevant working group meetings, identify shared interests and common goals and work together on collective influencing (i.e. with NGO Consortium and other relevant national and sub-national NGO networks and with the international donor community). Develop good working relationships with sub-national and federal government departments and officials as relevant.
- **External consultants** – manage relationships and contracts with relevant consultants such as translators and designers

### Scope and accountability

<b>Decision making and limits of authority</b>	The post holder is expected to show considerable leadership in the Somalia programme, leading the development and implementation of the Somalia programme's advocacy and communications strategy.
<b>Financial resources</b>	Manage budget for related project activities as required
<b>Other resources</b>	Responsible for cross-regional and organisational information sharing and lesson learning resources
<b>People management</b>	Some consultancies as agreed with the Country Director
<b>Legal, regulatory and compliance responsibility</b>	Ensure compliance with national legislation. Where there is contradiction, seek guidance. Ensure compliance with policies, procedures and practices in the organisation.

### Person specification

#### Knowledge, qualifications and experience

- Bachelor's degree in a relevant field, plus substantial related experience preferred. Master's degree is an advantage.
- Demonstrated experience developing and implementing advocacy and communication strategies and campaigns that bring about significant policy or practice change
- Knowledge and understanding of peace, security, development, and gender issues in Somalia
- Good relationships within government, NGO and international donor communities and a strong understanding of the influencing environment in Somalia
- Demonstrated experience of conducting trainings and workshops, ideally focused on advocacy, policy or communications
- Experience in content coordination and planning and developing story-led communications products
- Experience developing high quality communications and advocacy products
- Experience of designing and conducting high quality research within sensitive environments
- Proven experience of working in partnership with other NGOs and NGO networks in a way that reflects the principles of power-sharing and accompaniment
- Understanding of issues related to global peace and conflict issues an asset (i.e. Sustainable Development Goals, African Peace and Security Architecture, Women Peace and Security)
- Experience of producing publications, working with the media, videographers, photographers and external designers an asset

#### Skills and abilities

- Excellent written and oral communications skills in English and Somali
- Strong interpersonal skills and ability to communicate with people from all walks of life
- Understanding of conflict and gender sensitivity and how to apply them

- Understanding of quantitative and qualitative research methodologies
- Ability to explain complex ideas in easily accessible ways tailored to different audiences
- Skilled trainer and facilitator
- Strategist with a strong ability to develop effective influencing and communications plans and networks
- Strong analytical skills
- Excellent administrative and project management skills, particularly in an environment with competing demands and overlapping projects
- Comfortable with public speaking and meeting facilitation
- Additional communication skills (basic knowledge of video production), an asset

#### **Personal qualities**

- A self-starter who is willing to take the initiative and drive things forward with minimal oversight
- Personable and committed to working as a team
- Commitment to improving internal and external communications and to fostering a collaborative work environment
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

#### **Other requirements**

- Ability to travel frequently throughout Somalia and Somaliland and the East Africa region
- Potential occasional travel internationally

#### **Terms & Conditions**

<b>Hours:</b>	37.5 hours per week with additional hours when required
<b>Salary range:</b>	USD 38,094 to 46,850 gross per year
<b>Medical insurance:</b>	Provided- member plus 4 dependents
<b>Holidays:</b>	28 days per year (January-December)
<b>Gratuity:</b>	End year bonus equivalent to one Month's Salary
<b>Eid Bonus:</b>	50% of the monthly salary for per annual Eid celebration
<b>Probation:</b>	There will be a probationary period of three months

#### **Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) Ref: **(PAC-Som) indicate Mogadishu or Hargeisa.**

**Deadline for applications: 22 March 2020 by 4.30pm** – female candidates are encouraged to apply