

Job Description: Advocacy Officer

Job Title	Advocacy Officer (Level 6th)
Organizational Unit	Prayaas Project, Bardiya district
Level of Effort (LOE):	100 %
Working hour:	Regular Office hour
Immediate Supervisor	Project Coordinator
Report to	Project Coordinator
Duty Station	GERUWA's central Office, Gulariya Bardiya(Field movement-70% at least)
Lateral relation	Executive Director, Admin and Finance Officer, WASH Officer (WASH technician) and Handwashing Promoters

1. ORGANIZATIONAL CONTEXT

Geruwa Rural Awareness Association (GERUWA) is non-profit making, non-governmental organization (NGO) working since 1991 AD Bardiya. Geruwa, in partnership with Terre des hommes (Tdh) Foundation has been implementing the Prayaas Project (Water, Sanitation and Hygiene in Health Care Facilities and communities) in seven municipalities of Bardiya district. GERUWA is looking for an experienced, qualified and dedicated advocacy officer to support (lead) the advocacy activities of the project.

2. POSITION OBJECTIVES

The “Advocacy Officer” should carry out the overall responsibility of developing Operation& Maintenance(O & M) policy including procedures for WASH in HCF for Thakurbaba municipality of Bardiya district under the Prayaas Project.

The Advocacy officer, in close coordination with the Executive Director and Programme Coordinator, will initiate advocacy for ensuring sustainable operation and maintenance of the WASH infrastructures through the development of O&M policy and its procedures for Thakurbaba Municipality of Bardiya district. The O&M policy will be developed based on (1) assessment of the status of O&M of WASH services (including infection prevention and control-IPC) in two primary level HCFs having a different level of health service delivery (Health posts with and without birthing facilities); (2) life-cycle/total costing using the 2020 “Toolkit for costing environmental health services in healthcare facility” of UNC Water Institute and other relevant tools and approaches; (3) assessment of associated existing policies and practices, and (4) identification of actions, setups, resources, and strategies necessary to address the gaps that prevail.

The key elements (process and contents) of the policy and experiences gained during its formulation in Thakurbaba Municipality will be presented and discussed at the district, provincial and national workshops to advocate the need for such policy and in developing further insights. The consulting firms and/or consultant is expected to facilitate these

advocacy workshops. The outcome of this exercise will also be captured in the form of a policy brief and shared with all the stakeholders including publishing e-forums.

3. JOB RESPONSIBILITIES, DUTIES AND TASKS

Core Tasks:

- Assess the functional status of all WASH infrastructures and services in two HCFs of the Thakurbaba municipality; listing of all the WASH and IPC related tasks performed in the HCFs along with costing including for O&M of WASH facilities and services following the life cycle/ total costing method.
- Review and analysis of existing O&M related policy and practices and institutional set-up for WASH in HCFs
- Contribute to facilitate the consultative meetings on O&M policy formulation with targeted stakeholders (Municipality, CSO's and right holders)
- Contribute to O&M policy drafting including procedures for WASH in HCF for Municipality approval

Other tasks:

- Assist to carry out advocacy activities, prepare reports of activities and conduct follow-up activities
- Work closely with the municipality officials and other related stakeholders for advocacy on WASH in institutions and communities
- Ensure the implementation of project/ advocacy activities in coordination with relevant stakeholders
- Establish and maintain sound coordination and linkages with relevant stakeholders including Media for O & M policy formulation process.
- Engage community and municipality level stakeholders to shape opinions and develop O & M policy on WASH in HCFs
- Liaise with Geruwa board, local government, civil society organizations and the right holders for effective WASH advocacy
- Contribute to the management of the project in collaboration with project coordinator for the other themes and with the project management team
- Support and coordinate during the monitoring visits from Geruwa board, project team and Tdh/ donor agencies
- Facilitate baseline and evaluations and the preparation of reports in accordance with Standards
- Contribute to drafting the progress reports i.e. events, monthly, quarterly, semi-annually & annually on given standard format and submit to Geruwa's Executive Director and Project coordinator.
- Documentation of good practices of the project prepare success/ case stories and dissemination
- Any other job assigned by ED and PC as per need.

4. DUTIES APPLICABLE TO STAFF

1. Actively work towards the achievement of the GERUWA's 2nd Strategic Plan and Prayaas project plan.

2. Abide by and work in accordance with the Constitution, admin and finance policy, values of organization, GESI policy, Child protection policy and staffs' Code of Conduct. 3. Perform any other work-related duties and responsibilities that may be assigned by the ED and Executive committee of the organization.		
5. POSITION REQUIREMENT		
Education and Experiences	Required	Preferred
Bachelor's degree in public health, social sciences or any other relevant field.	√	
Minimum 3 years of professional experience in development sector	√	
Professional experience on WASH sector	√	
Experience in developing policy/guidelines	√	
Working experience on WASH in health care facilities		√
Knowledge, Skills and Interest	Required	Preferred
Strong presentation, facilitation and coordination skills	√	
Excellent interpersonal communication skill, and ability to work closely and supportively within a team	√	
Good computer skills (MS Words, PowerPoint, Excel and Access) and knowledge of data analytical software	√	
Willingness to field travel in any circumstances by motorbike and have motor bike license	√	
Languages	Required	Preferred
Excellent Nepali and English communication (written and oral)	√	

Name and Signature of Supervisor:
 Name:
 Signature :

Name and Signature of employee
 Name:
 Signature:

Date:
