



JOB DESCRIPTION

<u>POSITION TITLE:</u>	Senior Advocacy Officer
<u>REPORTS TO:</u>	Country Manager for South Africa
<u>SUPERVISES:</u>	Consultants
<u>STATUS:</u>	Full time
<u>LOCATION:</u>	Cape Town, South Africa
<u>TRAVEL:</u>	Extensive travel in South Africa; more limited travel internationally

JOB PURPOSE and KEY RESPONSIBILITY AREA(S):

The **Senior Advocacy Officer** works in close coordination with the Country Manager (CM) and Deputy Country Manager (DCM) in the planning and implementation of IBPSA's strategy.

IBP's South Africa country strategy is aimed at strengthening the impact of informal settlement communities and the organizations that support and represent them, on government budgets and service delivery. Through deep and sustained engagement, IBPSA seeks to build the expertise and skills of informal settlement residents and civil society players and strengthen the dialogue and partnerships between these groups and other accountability stakeholders, including governments, oversight institutions, and other civic actors, in the budget process. IBPSA's strategic accompaniment, networking, research, technical assistance, and grant making to civil society groups and initiatives are all integral components of the work.

ESSENTIAL DUTIES of the job include, but are not limited to, the following:

1. STRATEGY

1. Works closely with the CM and DCM to design strategic plans and priorities that best contributes to the realization of IBPSA's mission and vision as articulated above.

2. Supports the DCM in the overall implementation and coordination of the IBPSA's South Africa country strategy, including identifying the key CSO and community organization partners, and planning and providing the optimum mix of support that partners require to increase the impact of their advocacy campaigns on budgets and service delivery.
3. Coordinates with the DCM to manage relationships with CSO and community organization partners, including facilitating connections between civil society partners. This also includes the development of agreements and contracts, conceptualizing and implementing technical assistance and training.
4. Leads a variety of cross-cutting, strategic initiatives designed to scale up IBPSA's work at metro level to become national level initiatives. This may include our emerging campaign on procurement transparency, the metropolitan municipality Open Budget Index and the Social Audit Network partnership with the Auditor General, for example.
5. Develops relationships with key accountability stakeholders from government, oversight institutions, media, and other multilateral institutions, and also includes representing IBPSA in meetings and conferences within the country.
6. Coordinates with the DCM to support partners in the processes of applying for and overseeing the use of their grant resources from IBPSA programs, as appropriate and/or required.
7. Works with the DCM to identify and recommend research support and technical assistance partners require to effectively implement budget campaigns and engagements. This includes developing, designing, and facilitating specific technical assistance and support activities required by partners.

2. OTHER RESPONSIBILITIES:

1. Participates in IBP all-staff retreats, and in meetings with other IBP country teams.
2. Develops terms of reference for independent contractors required in the implementation of the IBPSA country strategy, negotiates and secures approval for these terms of reference, and recruits and manages consultants for the IBPSA country strategy, as well as local support staff, as appropriate.
3. Implements and complies with IBPSA administrative and financial protocols, policies and procedures.

3. JOB COMPETENCIES:

EDUCATION:

- Master's degree, or equivalent experience in a relevant field, required

EXPERIENCE:

- Minimum 2-4 years of experience in government budgeting or public policy, or a related development field, in South Africa
- Experience in working with and supporting community level and civil society advocacy, including providing technical assistance and support to analyze public budgets, and engage and advocate for improved budget policy, processes, and outcomes
- Experience in interacting with government officials and representatives of oversight actors such as the Auditor General.
- Networks in civil society and government in South Africa

SKILLS:

- Strategic thinker, superior analytical skills; and strong experience in identifying and addressing challenges that relate to the successful positioning of IBPSA, community organization and CSO partners. This includes:
 - Ability to constantly read and interpret the environment for opportunities that will advance IBPSA's country strategy priorities in general, and the initiatives of CSO and community level partners directed at realizing budget impacts and outcomes in particular
 - Ability to creatively adjust and refine IBPSA's country strategy as may be required to take advantage of openings in the environment
 - Ability to advise CSO partners on effective strategies for campaigns and engagements, based on extensive knowledge of both successful and less successful approaches and experiences
 - Ability to identify and anticipate problems and formulate alternative courses of action
 - A working knowledge of local and national government budgets; and experience in strengthening CSO campaigns and advocacy. This includes:
 - Ability to read and interpret national and local government budget documents, and to use this information in support of CSO campaigns
 - Ability to interact with research and budget analysis that strengthen CSO engagements with other accountability actors from government, oversight institutions, and the media
 - Ability to support CSO partners to strengthen their own skills needed to undertake budget advocacy.
- Strong interpersonal skills, including the sensitivity for building relationships and alliances across different groups, and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment. This includes:
 - Ability to establish, support, and grow networks of CSOs and community organizations, including CSO networks for specific service sectors or issues, as well as multi-stakeholder networks where CSOs actively engage

- Ability to effectively facilitate the connections between CSOs partners and other accountability actors from government, oversight institutions, the media, and other CSOs
- Ability to support CSO partners gain the skills to build and strengthen relationships with other accountability actors
- Ability to support CSO partners to strengthen their own skills needed to interact with the research and analysis they require for their campaigns and other advocacy actions

ATTRIBUTES

- Personal qualities of integrity, credibility and a commitment to and passion for IBPSA's mission
- Highly flexible and adaptable to shifting environments and works very well under pressure.
- Motivated to learn and willing to contribute to learning initiatives

PHYSICAL DEMANDS:

- In-country travel may be extensive at times, more limited travel internationally

DISCLAIMER: *The information provided in this description indicates the general nature and level of work to be performed by the individual in this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of the employee assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time.*

TO APPLY: Send a cover application letter and resume by email to applications@internationalbudget.org. Please put "Senior Advocacy Officer, South Africa" in the subject area. Applications will be accepted until the position is filled.