



JOB DESCRIPTION

Job Title:	Programme Officer – Policy Research (PO-PR)
Place of Work:	New Delhi
Grade:	IV
Reports to:	Director Policy Partnership
Reporting to position:	NA
Budget Responsibility:	Approx 50 to 75 Lakh pa

Purpose

The overall purpose of the post is to lead on policy research and anchor the programme management. The post holder will work within the Policy and Partnership team at the WaterAid country office in New Delhi, report to Director Policy and Partnership (DPP). The primary function of PO – PR will include working with WaterAid's programme teams, partners and networks to take forward the Right to water and sanitation, in a manner consistent with WaterAid's strategy, values and approach; support and build capacity of civil society networks and movements that aim to address structural causes of discrimination and inequity. The post holder will be responsible to lead independently, and support the DPP in networking and in the building of Strategic Advocacy Partnerships and Alliances. The post holder will regularly engage with key players and support their efforts to influence key stakeholders on policy changes, and safeguarding the right to water and sanitation and also responsible for the related project management works.

1. Programme Management

- a. Manage Donor funded and other projects which are managed by the unit
- b. Coordinating with programme teams and partners
- c. Anchoring the Donor reporting and related project related monitoring
- d. Documenting entire process, learning and decisions
- e. Support in the development of rights based approaches based on our understanding and its internalization across the programmes

2. Manage Policy Research

- a. Develop research concept notes, manage consultation process, and finalise research proposals on the areas of Urban reforms, E&I, Budget Advocacy, and RTWS, poor and their entitlements.
- b. Manage specific research (both commissioned through external resource organizations and internally managed) in the identified policy area, as agreed with and in coordination with the DPP.
- c. Contribute to any research, reviews, assessments and learning coordinated nationally or internationally in the policy area.

3. Support Networking Initiatives

- a. Liaison and follow up with national and state level networks
- b. Identify need and implement a capacity plan for networks
- c. Support in building Strategic partnerships at the regional level for advocacy inputs in programme
- d. Support the DPP in identifying academic, civil society and government networks in the country, working on this policy area; develop linkages; and co-operate on joint advocacy action where appropriate.

- e. To establish and maintain a database of specialist organizations and individuals to complement the skills of the P&P team

4. Support Learning

- a. Disseminate learning through WaterAid exchanges, e-conferences and other forums
- b. To analyze and develop general dissemination strategies for informing the stakeholders on findings of reviews, results of research and policy changes in the sector
- c. Contribute to publications and the development of learning resources

4. Support media engagement and Communications

- a. Produce briefings, information notes for specialist professional audiences, including articles in journals and conference papers.
- b. Produce policy notes and press releases for campaigns, movements and spokespersons, in coordination with the P&P team.

6. Others

- a. Contribute to general departmental planning, reviews, budget monitoring and support work in other policy areas.
- b. Undertake any other responsibilities as requested by the DPP, in pursuit of agreed objectives on the policy area.

Person Specification

Essential Requirements

- Masters degree or higher in social sciences, law, human rights or related field.
- A minimum 5 years' relevant experience in development sector.
- Ability to manage multiple projects simultaneously
- Exposure to a range of human rights issues including approaches and techniques
- Strong research skills, including ability to monitor policy environment
- Exceptional skill in initiating campaigns, negotiation, networking and outreach
- Ability to work comfortably in a variety of settings, including legal, academic, policy, and activist arenas; and with people from different social and cultural backgrounds
- Proven ability to produce effective advocacy documents (reports, policy briefs, outreach tools)
- Capacity to facilitate workshops, meetings and seminars. Training skills are an asset;
- Ability to collate, analyze and summarize information; produce clear and concise written reports
- Excellent oral and written communication skills (English and Hindi)
- Ability to travel

Desirable

- Experience in Training and in developing the capacity of civil society organizations and networks
- Exposure to water and sanitation related issues
- Knowledge of international human rights issues and familiarity with international and regional rights mechanisms
- Knowledge of Indian current affairs and politics, rights issues, and policy making structures
- Proven capacity to work to deadlines and adapt to new working environments;