

## ROLE DESCRIPTION

<b>Role Title</b>	<b>Consultant - Research and Advocacy Co-ordinator – Technical Expert</b>
<b>Reports to</b>	<b>Africa Programme’s Senior Advisor - Gender</b>
<b>Management Responsibility</b>	<b>None</b>
<b>Role location</b>	<b>Nairobi, Kenya</b>
<b>Contract Duration</b>	<b>1<sup>st</sup> December 2014 to 31<sup>st</sup> March 2015 – and then likely to be renewed – funding dependent</b>

### Role Purpose

The main purpose of the role is to support the implementation of activities related to research and advocacy for the project “Promoting Rights, protecting Women; Prevention of and Response to Gender-Based Violence against Women and Girls in Mogadishu”. The “Promoting Rights, protecting Women” project is managed by Comitato Internazionale per lo Sviluppo dei Popoli (CISP) in collaboration with International Alert. This position is with Alert but based in CISP’s Nairobi office to support implementation of activities that Alert is leading on. These tasks will include desk research work and support to the organisation and execution of field research; writing and reviewing of reports and policy briefs; organisation of training and advocacy events.

The consultant will also provide other administrative and logistical support as necessary both to the implementation of the project and to International Alert’s Africa Programme staff visiting Nairobi.

### Duties and Responsibilities

#### Research

- Conduct desk research and bibliography reviews
- Support report writing by collating contributions and coordinating the review process
- Coordinate with communication staff in London (Alert) and Nairobi (CISP) for the publication process of research reports
- Provide logistical and admin support to field work as necessary and requested in support of CISP staff in Nairobi and Mogadishu

#### Advocacy

- Support organisation of advocacy events in Nairobi and internationally
- Be responsible for notes-taking during advocacy events and ensure proper documentation of advocacy and research activities
- Draft policy briefs and write short reports

#### Communications and Learning

- Write internal reports
- Write success stories and case studies
- Contribute to internal newsletter
- Support M&E functions by monitoring and documenting the results and impact of the project’s advocacy and research dissemination activities

**International Alert's organisational development**

- Represent Alert at external meetings related to the role description responsibilities
- Contribute to internal communications and knowledge management, and participate in organisation-wide events and discussions
- Liaise closely with other colleagues working on research, advocacy and comms in Alert
- Maintain office accounts in accordance with Alert's finance system
- Contribute to new project design processes, if relevant
- Provide admin and logistical support to visiting staff
- Participate in Alert's activities in Nairobi and in the region
- Any other tasks as may be reasonably required

**Travel requirements**

Limited and occasional local and international travel.

# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

### Talents

At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this role you are likely, first and foremost, to have a talent for being well organised with attention to detail and accuracy in research; clear and engaging communication in advocacy; and the emotional intelligence to deal with sensitive issues.

This is what we will be looking for above all else.

Experience with research
Good writing skills
Experience with advocacy and/or communication
University degree
Knowledge of Somali context
Experience and understanding of gender and/or peacebuilding programming

## DESIRABLE REQUIREMENTS

MA degree
Experience with policy and/or project implementation addressing Gender-Based Violence
Admin/log experience
Knowledge of other relevant languages
Experience with monitoring and evaluation, particularly of advocacy