



Job description

**Policy and Programme
Coordinator- Voice for
Accountability**

Uganda



Policy and Programme Coordinator- Voice for Accountability

Place of work:	Kampala, Uganda
Pay band:	Current grade E
Salary:	In line with WaterAid salary scales for grade
Reports to:	Head of programmes and policy
Manages:	N/A

Background:

WaterAid’s Vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world’s poorest communities, WaterAid works with partners to maximize its impacts for policy change/influence.

WaterAid works through supporting local organizations and government authorities to design and demonstrate appropriate and sustainable WASH programmes. WaterAid also seeks to influence the policy change through government and other key sector actors to secure and protect the right of marginalised and vulnerable people to safe, affordable water and sanitation services.

WaterAid Uganda’s Country Strategy is being delivered through three programmes – Efficient Institutions (Effecti), Voice for Accountability and WASH in Economic Development each led by a Policy and Programme Coordinator reporting to the Head of Programmes. The Voice for Accountability Programme highlights the centrality of voice and accountability in the recognition of WASH in economic

development as well enhancing sector efficiency and thus will work closely with the other two programmes.

JOB PURPOSE SUMMARY:

The job holder will provide technical oversight in ensuring that citizens are holding government accountable to its obligations of providing affordable and sustainable quality WASH services and will work towards amplifying voices of women and girls most affected by gender-associated vulnerabilities and inadequate civic expression and engagement. This will involve supporting strategic programming and execution of interventions designed to ensure protection of rights to water and sanitation as stipulated in Uganda's policy and legal framework. The job holder will contribute to research and learning towards the development of communication and advocacy strategies which will result in sustainable improvements in the provision of safe water, sanitation and hygiene to the poor in Uganda.

KEY RESPONSIBILITIES:

Programming:

- Ensure that the design of the Voice for Accountability Programme is based on a robust understanding of the context and inequalities that undermine access to WASH services amongst the excluded populations of Uganda
- Lead the design of projects within the programme guided by a Human Rights Based Approach that contribute to the programme goals as well as the strategic objectives of WAU
- Lead the designing and delivery of the Influencing and enabling programme to achieve programme objectives with contribution to country change objectives and global aims
- Generating and feeding of ground level information and data for designing the programme, advocacy campaigns, concepts papers, and funding proposal
- Provide relevant support and data for six-monthly & annual reports, programme plans and reviews and other need-based reporting to donor

- Contribute to internal organizational discussions and strategic direction of programmes
- Work collaboratively with other programmes for integrating of cross-programme activities and functions
- Assist in preparation of project plans and budgets with relevance to voice and advocacy
- Build the capacity of WAU advocacy staff, in effective writing, communication, strategies, uses of technology, networking, and other job related tasks, through on- the-job training, periodic capacity reviews and other activities or trainings as needed.

Policy Advocacy and Voice effectiveness

- To assist in securing media coverage and spearheading advocacy events such as press conferences, research finding launching and commemorating relevant dates such as the world water day
- Supports mobilising and coordination of voices (including citizens and private sector, Local governments and development partners) at different levels to effectively hold government accountable using participatory and social accountability tools such as community score cards
- Supports networks, builds allies and partnerships to leverage WAU's visibility in the sector and beyond to include working with parliamentarians, CSOs and other partners to magnify the plight of the poor and underserved to have access to WASH services.
- Develops and implements strategy for amplifying voice of key stakeholders such as Parliament, private sector and development partners and in some instances local governments on WASH rights for women and girls based on the evidence generated from research and learning

Research and Documentation:

- Proactively analyses and reviews sector policies and plans, seeking to influence government and key stakeholders towards pro-poor, gender-sensitive, and sustainable approaches in the sector.

- Working in collaboration with partners and other relevant stakeholders, Process WASH information with a focus of influencing and optimising the impact on activities and overcome the barriers preventing women and girls from accessing safe water, sanitation and hygiene services
- Facilitating collection and documentation from project areas for use as evidence for policy advocacy at district, national and international levels
- Generate evidence through research and sector learning, design and implement a timely and targeted 'research into use' plan to equip rights holders (specifically women and girls) and duty bearers (government) with information on WASH rights, roles, responsibilities and obligations.

Influencing, Networking and Alliance Building

- Assist in establishing strong relationship with relevant government ministries/departments and bilateral agencies, INGOs, CSOs, media and academic research institutions for collaboration, support, capacity building and policy influencing.
 - Assist WAU and partner organizations involvement in and contribution towards sector's strategic consultative processes at the federal and provincial levels.
 - Assist in scaling up of WAU's successfully demonstrated models through promotion of the same with government and other sector actors.
 - Assist partners to develop linkages with district and provincial governments
 - Ensuring effective monitoring of advocacy initiatives and documenting evidence of Wateraid's partner contribution to transformative change
 - Ensure that WAUs actions are informed by an in-depth knowledge of sector dynamics, emerging sector issues and national priorities
 - Establish and develop partnerships with other relevant sectors (particularly rights based organizations) of health and education to raise the profile of sanitation and water nationally
 - Supports networks, builds allies and partnerships to leverage WAU's visibility in the sector and beyond to include working with parliamentarians, CSOs and
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other partners to magnify the plight of the poor and underserved to have access to WASH services.

Capacity Building of Partner Organizations:

- Identify the needs for advocacy related capacity development of partners.
- Builds capacity of staff and partners in understanding and mainstreaming advocacy and human rights based approaches across programmes and ensure that these are implemented, monitored and reported on leading to realisation of the Human Rights to Water and Sanitation.
- Developing training programmes and strategic support to partners/stakeholders in this regard, particularly in developing partners staff capacity on advocacy
- Assist partners in developing and implementing effective, efficient and inclusive advocacy initiatives through exposure and experience sharing among partners & stakeholders for wider learning
- Support partners in developing and aligning policy and advocacy agenda for creating synergies in the work

JOB REQUIREMENTS/PERSON PROFILE:

A) Education and Experience

Essential

- Masters' degree in development studies, public policy, public relations or development economics
 - A legal background would be an added advantage but not a necessity
 - 10 years' experience of advocacy, research and policy analysis
 - Knowledge and hands-on experience of designing and conducting research
 - Experience of lobbying and / or campaigning work and its planning
 - Knowledge of working of various government departments at federal and provincial levels.
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- Knowledge on emerging WASH issues and challenges
- Knowledge of NGO advocacy networks and social movements in Uganda
- Knowledge of poverty, gender, social inclusion and development issues

Desirable

- Knowledge of political structure, culture and policy making process in the country
- Self- motivated person able to work without close supervision
- Able to work effectively in a diverse team environment
- Ability to train and motivate partners and staff effectively in a fast-paced environment
- Willing to work additional hours at crucial times and to travel in the field
- Excellent oral and written communication skills in English
- Computer skills (SPSS and other statistical tools, Word, Excel, PowerPoint, Outlook and web searching/browsing)

B) Personal Competencies:

- Cross-cultural awareness and sensitivity
- Ability to work to deadlines and under pressure
- Strong proven delegation, time management and prioritising skills
- Flexible, patient and adaptable to a changing environment.
- Excellent interpersonal, communication and team building skills.
- Effective networking abilities
- Excellent people management capabilities
- Good public speaking ability in English