

JOB DESCRIPTION

Job Title	Senior Policy Officer
Reports to	Country Manager DRC Programme
Management Responsibility	External consultants, intern(s)
Job location	Kinshasa
Salary	The salary for the post is £32,685 per annum (negotiable for an exceptional candidate), plus benefits
Contract duration	11 months initially, extendable as funding permits

International Alert

International Alert is a London-based NGO that works to build sustainable peace in countries and communities affected by violent conflict. We are committed to:

1. Working together with people who live in areas affected or threatened by armed conflict, in order to make a positive difference for peace;
2. Improving both the substance and implementation of international policies that affect peace-building and the prospects for peace;
3. Strengthening the peace-building sector through increasing its effectiveness and listing its profile.

With approximately 115 multi-national staff based in London and our 11 field offices, and an estimated income of £8.4 million in 2008, International Alert is one of the world's leading NGO specialists in peace-building and conflict resolution.

Our multi-faceted approach focuses both in and across various regions; aiming to shape policies and practices that affect peacebuilding; and helping build skills and capacity through training. Our regional work is based in the African Great Lakes, West Africa, the South Caucasus, Nepal, Sri Lanka, the Philippines and Colombia. Our thematic projects work at local, regional and international levels, focusing on cross-cutting issues critical to building sustainable peace. These include business and economy, gender, governance, aid, security and justice.

Department Description

DRC Programme :

In the DRC, Alert has long supported civil society organizations and women's groups in the eastern part of the country. Under a three year grant DfID provided Alert is implementing a citizenship and peace-building programme in close collaboration with Congolese civil society partners to promote community dialogues, expand women's leadership and political activism, support good governance and cultivate citizen participation. In addition, Alert conducts research and leads advocacy activities targeting governmental bodies, international institutions and other stakeholders working in the DRC. To further expand national programming, in January 2007, Alert opened an office in Kinshasa in addition to the Alert/Bukavu sub office that has been operational in eastern part of the country since 2003.

Peacebuilding Issues Programme (PIP) :

PIP focuses on issues critical to addressing the underlying causes of conflict. Understanding of peace processes at government and international levels has evolved over the past decade

but decision-makers at these levels need more insight into the practical consequences of their decisions and priorities in conflict regions. The Peacebuilding Issues Programme promotes such insight by ensuring that the perspectives and priorities of our local partners are represented at the highest international levels and by providing specialist support on the ground. It includes a focus on Security, Development, Gender and Business.

Job Purpose

The DRC is currently the crucible of emerging international engagement in conflict countries. In such settings, the challenges for development and security actors are immensely complex and interconnected with wider regional and international dynamics such as flows of valuable minerals, weapons and finance. International Alert believes that, although external actors cannot themselves solve these problems, they can play a more positive role in contributing to the emergence of peaceful development and accountable and responsive governance.

Alert's DRC Programme, working in collaboration with PIP, is seeking a Senior Policy Officer to research and lobby on international aid strategies and programmes in Democratic Republic of Congo. The successful candidate will develop a comprehensive strategy for influencing the international community working in and on the DRC. The primary focus of the research, analysis and lobbying will be the major multilateral donors, in particular the World Bank and EC, and how they impact on governance and economic opportunity in the country. Some attention will also be given to bilateral donors such as DfID, USAID and China.

This post is the outcome of discussions between GLP and PIP, and represents IA's wish to ensure closer interaction between these two programmes. While the post-holder will be responsible to the DRC Country Manager for the implementation of h/her duties, h/she will work closely with PIP on content matters.

The assignment is for an initial period of 11 months. There is a possibility of extension if funds become available.

Duties and Responsibilities

In consultation with Great Lakes and PIP staff,

1. Strategy:

- Play the principal role in researching and lobbying on key aid issues, in country and internationally, in DRC. This will include:
 - Researching the impacts of foreign aid delivery on the development of a culture of active citizenship, gender equality and government accountability;
 - Aligning this aid and governance work on DRC with peacebuilding needs in the region as a whole, and developing policy/advocacy strategies at regional and international levels;
 - Liaising with local Alert staff and programme partners by providing training and capacity-building, and where possible engaging them as co-researchers and lobbyists;

2. Project implementation

(a) Research and Advocacy

- Identify and maintain a good knowledge of relevant institutional processes and opportunities, particularly at the World Bank and EU levels which affect aid delivery in DRC;
- Produce briefing notes, occasional articles, and reports to convey recommendations on improving the policy and practice of international donors and other institutions;
- Coordinate and execute advocacy activities with Alert staff and Alert's partners both nationally and internationally
- Organise and co-ordinate advocacy events, including round-tables, seminars, workshops etc. taking responsibility for drawing up, monitoring and reporting on event budgets;

<ul style="list-style-type: none"> (b) Networking <ul style="list-style-type: none"> • Identify and liaise with key contacts and potential allies in national and international institutions in Kinshasa, and establish a database of key policy targets; • Identify and liaise with key contacts in Brussels, Washington, London and other western capitals as appropriate; • Represent International Alert at relevant conferences, seminars and other meetings, including at a high level; <p>3. Contributing to IA</p> <ul style="list-style-type: none"> • Ensure appropriate information flow to and from other members of DRC team, GL team, and with PIP • Keep abreast of organisational developments and be alert to possible new programming initiatives • Where appropriate, contribute to GL fundraising, including, where need arises, liaising with potential programme funders and preparing concept notes • Participate in DRC and GLP team meetings • Participate in IA Home Days as directed by DRC Country Manager
<p>The post is based in Kinshasa but the postholder should be prepared to travel for short periods in different parts of DRC, and to make at least two extended advocacy trips to Europe and North America during the year.</p>

PERSON SPECIFICATION

Education

Essential	Desirable
Degree in a relevant subject.	

Experience

Essential	Desirable
Demonstrable experience of working in a 'fragile state' and/or international policy environment and/or experience of working on aid and conflict/peacebuilding issues.	Experience of working within an international institution and/or of relating to DRC.
Demonstrable research and writing skills in issues related to aid, peacebuilding and/or development, including publications covering relevant areas	Proven track record in successful lobbying and advocacy
Experience of organising and co-ordinating events	Experience of living/working in a conflict affected country and of working in Africa.
Experience of working on large research projects	
Experience of developing and maintaining relationships with Northern and Southern partner organisations	

Knowledge & Skills

Essential	Desirable
Knowledge of International Aid policies and instruments. Knowledge of policy-making	Knowledge of francophone African contexts and particularly DRC.

institutions, particularly how they relate to 'fragile' or post-conflict states.	
Fluency in French and English (speaking and understanding)	
Excellent writing and editing skills in English.	Good writing skills in French
Gender awareness, and good communication, networking and inter-personal skills	
Good analytical and problem-solving skills	
Strong computer skills (e.g. MS Word, Excel etc)	

Personal Qualities

Essential	Desirable
Self-starter and good team player	Ability to adapt to unpredictable living environment
Sense of humour	
Willingness and ability to travel away from base.	
Ability to work across departments within an organisation, managing relationships constructively.	
Capacity to work in a multi cultural environment	
Ability to meet deadlines under pressure	

Summary terms and conditions

Salary	The salary for the post is £32,685 per annum (negotiable for an exceptional candidate), plus benefits
Pension	After the successful completion of the three months probationary period the post-holder becomes eligible for IA pension rights, backdated to the start of employment at IA. Pension contributions are paid into a personal pension of the employee's choice and are currently equivalent to 10% of gross salary.
Leave entitlement	25 working days per year plus statutory holidays.
Notice period	There will be an initial three month probationary period during which notice will be one month on either side. On successful completion of the probationary period notice will be two months
Working hours	Full time staff are expected to work a standard 35 hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am - 4pm.
Sport's club membership	Staff can take advantage of subsidised membership of a local sports club.
Additional benefits	Applicable to international positions based overseas
Relocation	There will be a relocation package