



Senior Policy Specialist

Based in: Monrovia – Liberia
Reporting to: Country Director
Deadline: 19 December 2018
Interviews: Week two (2) of January 2019
Salary: Excellent pay with benefits

It's hard to believe that today over 663 million people in the world still don't have clean, safe water and over 2.4 billion live without adequate toilet. The resulting diseases kill one child every 2 minutes.

Introduction:

WaterAid International has decided to split the management of WaterAid Liberia and Sierra Leone. WaterAid Liberia as expressed in its Country Programme Strategy (CPS) inspires to maintain a high-level profile in national and international level policy influencing and advocacy. The CPS is focused on WASH Governance and Sustainable Service Delivery in Urban and Rural areas, integrated in the areas of Health and Education. Advocacy for policy influencing and sector strengthening at the national and county levels are two critical essentials of the CPS. The gaps identified in the National Policy on Water, Sanitation & Hygiene are relating to poor institutional arrangements and policies, low sector financing, poor WASH infrastructures, limited sector performance monitoring, poor information management among others.

Another key focus of the Country Programme is to harness existing partnerships for better results as well as build new partnerships and network with key sector players including the government of Liberia and donors to ensure implementation of WaterAid Liberia's Programme Strategy.

Summary of Responsibilities:

The Senior Policy Specialist (SPS) is a senior management position in WaterAid Liberia and co-chairs WaterAid Liberia's Senior Management Team. The SPS is responsible and leads the overall development, coordination and management of WaterAid Liberia Influencing agenda. He/She will support the achievement of WaterAid Liberia's WASH Governance programme at both local and national levels and support its integration with Knowledge Management and Sustainable Service Delivery Programmes. As head for all WaterAid's policy influencing and campaign work, the Senior Policy Specialist will engage with the WASH sector at the highest level in country to enhance country level linkages as well as ensure that outputs from policy engagements in Liberia feed into WaterAid West Africa to influence regional and global development priorities.

Strategic Management

- Contribute to the review and re-designing of the overall CPS and lead annual planning and budgeting of the WASH governance and Sustainable Services Delivery
- As a member of the Senior Management Team (SMT), contribute to strategic direction, decision making, fundraising, corporate governance and WaterAid brand maintenance in Liberia
- Ensure good coordination between WASH Governance, Fundraising, Programmes and other support functions within the CP
- Preposition WAL's WASH programme to contribute to the national and global SDG discussions and implementation.
- Contribute to shaping regional and global initiatives using experiences and lessons from the Liberia Programme.

Partnerships and Capacity Building:

- Support the Liberia Country Programme to develop adequate and effective processes and systems for partnership engagement and management
- Strengthen the collaboration and develop relationships with other agencies working in the WASH sector including networking with donors, other international organisation, the Liberia WASH Consortium at both local and national levels
- Support civil society's policy engagement in the WASH sector and work closely with national NGOs, CBOs, and CSO networks to strengthen capacity to effectively engage with national and local policy making by lobbying and advocating for improvement in sector financing, strategic planning and high sector level performance
- Assess and develop capacities of staff and partners on policy influencing and advocacy, and new frameworks, approaches and programme principles (eg District Wide Approach (DWA), Human Rights-Based Approach (HRBA), etc) to enhance the effectiveness of overall programme

Fundraising and Financial Management:

- Support the design of quality programmes and project proposals that are in line with Country Programme's strategic priorities and responsive to grant funders requirements
- Support overall budget management of the CP's budget and specifically ensure proper management of all budgets or cost centers (ie. 6PP00, 6CS00, 6TN00, etc) relating to WaterAid's Governance programme
- Lead WaterAid and donor reporting processes and ensure quality and timely reports in line with donor compliance and WaterAid standards
- Work collaboratively with the Fundraising Manager and other relevant staff to source new donors, develop and sustain ongoing donor relationships.

Research, Monitoring and reporting:

- Lead the CP in conducting informative researches by developing research concepts and proposals, undertaking implementation, disseminating findings and facilitating learning in the CP and at sector level
- Support the CP in managing the Programme Monitoring Evaluation and Reporting (PMER) System for periodic work planning and tracking progress of Country Programme Strategy.
- Work effectively with other departments to promote policy - practice linkages, and the culture of learning/knowledge management
- Lead the development of case studies, position papers and support the CP in implementing learning from the field and PMER community of practice
- Lead the development of high quality midyear and annual programme reports as well as specific donor reports relating to CP's WASH Governance Programme.

People and Team Management:

- Ensure effective team working within and across the different departments, especially with the programmes team while enhancing integration among the programmes and policy departments
- Ensure the effective performance and development of high quality staff in line with the demands of the CP strategy
- Demonstrate an empowering and collaborative leadership style, effective management of people and a culture of openness, innovation and accountability in line with WaterAid's values

Other: Perform any other duties assigned by the Country Director

Skills / Abilities / Personal Qualities:

- **Strong Management / Leadership skills**
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Monitoring** — Monitoring/Assessing performance of, any direct reports, self and partner organisations to make improvements or take corrective action.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Initiative** — willingness to take on responsibilities and challenges.
- **Written and Oral Expression** — Communicating information and ideas in writing and speaking so others will easily understand.
- **Analytical Thinking** — Analyzing information and using logic to address work-related issues and problems.
- **Facilitation/Presentation Skills** — Good facilitation of meetings and workshops.

Education

• Essential	• Desirable
<ul style="list-style-type: none"> • 4-year University Degree in Social or Political Sciences • Excellent writing skills and experience in preparing briefs and reports • Proficiency in Microsoft Word, Excel and PowerPoint and knowledge of Access • Strong foundation in Financial management 	<ul style="list-style-type: none"> • Master's Degree in Related Field • Knowledge of International Development with emphasis of WASH, Education and/or Health Sector(s) • Sound understanding of development and public policy issues especially key WASH sector themes

Work Experience / Specific Knowledge

• Essential	• Desirable
<ul style="list-style-type: none"> • Minimum of 10 years' experience, of which at least 5 years must be in the area of research or policy analysis • At least 5 years in senior management position in an international development agency • Understanding 'Driver of Change' model • Strong Advocacy skills • Good understanding of Government & CSO structures/ operations • Minimum 7 years' development experience, preferably in a policy analysis role (WASH sector an advantage) • Sound understanding of development and public policy issues especially key WASH sector themes. • Existing links and network within the WASH sector • Team player 	<ul style="list-style-type: none"> • Political Economic Analysis • Minimum 3 years' development experience, preferably in a policy analysis role (WASH sector an advantage) • Excellent knowledge of Executive and Legislative decision-making processes • Experience with setting up and managing research projects in the WASH Sector • Demonstrable experience with applying quantitative techniques, tools and survey methods • Familiarity with statistical software packages and internet-based systems such as SPSS • Bilingual in French and English communication skills • Articulate with above average presentation skills

By 2030 we want everyone everywhere to have clean water, sanitation and hygiene. We need you to help us make it happen. If you bring your expertise, passion and professionalism, we'll give you a lot back.

Interested candidates should send their letter of interest and a copy of their CV to: recruitmentsl@wateraid.org using '**Senior Policy Specialist**' as the subject of their email.

Please note: As you will be based in Liberia, you must be able to demonstrate your eligibility to work in Liberia. Only short-listed candidates will be contacted and must be ready to go through an extensive selection process.

Any lobbying will result in disqualification.

No recruitment agencies please.