

ADVOCACY & PARTNERSHIPS MANAGER



Job Framework

Job Title	Advocacy and Partnerships Manager	Cost Centre	
Location	Kampala, Uganda	No. of Direct Reports	
Reporting to	Head of Programmes	Budget Responsibilities (Y/N)	

The Role

Reporting to the Head of Programmes, the purpose of this role is to ensure high visibility for MSI among stakeholders and strengthen beneficial relations with the Ministry of Health/Other Key ministries, development partners, Members of Parliament and Media. She/He will provide technical support to all channel leads, Field Coordinators, and external stakeholders for the successful implementation of all Marie Stopes Uganda (MSUG) activities at national, district and Ministry of Health levels. The role will require strengthening MSUG's overall collaborations.

The Advocacy and Partnerships Manager is responsible for developing and managing strategic partnerships between Marie Stopes and external stakeholders, and support activities of the grants, programme's team, execution of CP advocacy strategy and. S/he will oversee building, maintaining, and cultivating relationships with strategic partners.

Key Responsibilities

Policy Advocacy

- Provide technical assistance and support to MOH in the development of SRHR guidelines and other policies.
- Oversee the implementation of advocacy grants through tracking activities and work plans, and expenditures against budget provisions to ensure that planned activities are in line with allocated budgets and time frames and in compliance with donor regulations.
- Lead the implementation of the CP advocacy strategy and the resilience plan and provide periodic reports on the progress of activities.
- Support MSI in the acquisition of new advocacy grants and maintenance of the current portfolio to increase grant funding aligned with Marie Stopes Uganda's strategy.
- Support effective and ongoing coordination among MSI, partners and collaborators throughout the advocacy grants implementation process.
- Identify, cultivate and strengthen beneficial relationships with government ministries, community leaders and other implementing partners that benefit MSUG.
- Represent MSU on different NGO forums and SRH advocacy groups as appropriate.
- Work closely with the partners, stakeholders, and other agencies to develop strategic Family Planning / Sexual Reproductive Health communication plans and ensure that MSI's activities are in tandem with national policy objectives.

External Relations and Communication

- Develop relationships and new partnerships with other implementing partners and community stakeholders to expand reach, impact and value for money.
- Initiate and support planning and organizing all key meetings/events for the organization like performance reviews, project inception, project launch, and key national and international health conferences.
- Ensure representation of MSI on different forums and technical working groups, strengthen and cultivate mutually beneficial operational relationships with partners through an effective information, education, and communication mechanism.
- Develop and manage strategic external relations promotion programs targeting district leaders, community members, MOH and other stakeholders.
- Support the smooth operation of MSUG programs by ensuring proper documentation of legal documents in place at the district local government level and any other partnerships with other organizations, entities, or bodies.
- Use collaborative approaches like supporting the MSUG Inter-Channel Exchange Platform (ICE-P) for improved communication about district needs and field performance.
- Compile and share monthly joint channel work plans and reports with key district health team members.

Coordination

- Provide oversight on activities with MoH trainings, TWG Meetings, project consultancy and ensure that costs are tracked through supporting approved payment processes (Activity memos, advance requests, PRFs, beyonic payments, accountabilities, reporting and reconciliation with the finance and grants team).
- Ensure the buy-in of relevant stakeholders for all MSUG projects/activities.
- Identify organizations /partners with whom to partner for successful project implementation.
- Engage key community influencers (political, religious and opinion leaders) to support MSUG service delivery.
- Build relationships with district local governments and the relevant MOH technical staff to promote MSUG activities to achieve the MSUG Business plan. (ensure that workplans, activity reports are shared with relevant Districts and District meetings have MSUG representative
- Coordinate activities of MSUG inter-channel exchange platform (ICE-P) to strengthen collaboration and team work at field level.
- Perform any other duties as assigned by the supervisor.

Experience

- At least 5-7 years demonstrable experience of working with a wide range of local stakeholders, NGOs, and local governments.
- Clear understanding of the day-to-day procedures in the Ugandan Local government, Health Partners, and Government Ministries.
- Clear ability to work with District Local Government and Ministry of Health officials. Proven work experience in partnership and advocacy related activities or similar role.
- Ability to maintain good relations with a wide range of local stakeholders. Experience in Crisis Management.
- Ability to work independently and meet deadlines. Excellent communicator on key strategic issues
- Excellent interpersonal and networking Skills.
- S/he must have prior experience of being in a supervisory position.

- Previous experience working on donor-funded projects is an advantage.
- Computer literacy (MS Office, Excel Packages, PowerPoint, Knowledge of Outlook usage).

Qualifications and Training (essential/desirable)

- University Degree in Mass communication, public relations, Communication studies, Development studies, Public Health, or relevant field preferred.
- Strategic Communication training is desirable.
- Project planning and management training desirable.
- Knowledge of Sexual Reproductive Health and rights policies

Personal Attributes

- Approachable with strong interpersonal & listening skills. Analytical thinker, excellent analytical skills.
- Strong results orientation. Initiative-taking and a self-starter
- Highest levels of integrity, strong ethical attitude
- Strong commitment to the goals and vision of the Marie Stopes Interest in public health, particularly sexual and reproductive health. Flexibility to operate in a changing environment.
- Able to communicate effectively (both written and oral) at all levels. IT literate
- Cross-functional collaborator

MSI Behaviours and Values

Team Member Behaviours

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others.
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity and integrity.

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate.
- You are courageous in challenging others and taking appropriate managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
- You manage your career development including keeping your knowledge and skills up to date.

Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
- You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.

Leadership

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.

ADVOCACY & PARTNERSHIPS MANAGER



- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
- You articulate a vision of the future which inspires and excites others.

MSI Values

- Mission-driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.
- Client-Centered: We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality.
- Accountable: We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact.
- Courageous: We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Name:..... **Signature:**.....

Date: