

Job Title:	Policy Advocacy Manager - Country Engagement (Alliance for Affordable Internet)		
Department:	Programmes/Access	Contract:	Full time
Reports to:	A4AI Executive Director	Duration:	2 years
Location:	Washington, Cape Town, London		
Direct reports:	A4AI Regional Coordinators		
Key relationships:	Executive Director; Research manager; A4AI membership coordinator; Regional Coordinators, A4AI and WF communications officers		
Job Role			
Role Overview:	Design and implement effective policy and advocacy strategies to achieve A4AI goals of policy change at the country level, leading to dramatic reductions in broadband costs in the developing world. Orchestrate joint actions with A4AI members and build strategic partnerships with other key allies. Contribute to the development of a powerful evidence base, including a flagship annual publication on broadband affordability.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		% time on task
Strategy and planning	<ul style="list-style-type: none">Contribute to the development of WF’s overall strategy and plan to promote the free and open Web through high quality research, advocacy and campaigning.Work with the A4AI Executive Director to develop a a clear annual plan, strategic objectives and milestones.Monitor and assess opportunities to influence sub-regional and national policy, using focused interventions in support of strategic objectives and priorities.Coordinate with members and partners to develop strategies for engaging and influencing targeted national and sub-regional institutions.Track A4AI success in achieving key policy change milestones, and use this information to adjust strategies and tactics as needed.		20%
Management	<ul style="list-style-type: none">Oversee the effective and timely use of budgets allocated to country engagement activities.Manage and develop the A4AI regional coordinators team, whom will be based in remote locations.		10%

Policy design, analysis and collateral	<ul style="list-style-type: none"> • Work with the A4AI executive director and Advisory Council to develop ambitious medium term policy change goals • Lead on supporting and developing an actionable policy change agenda for each of the A4AI target countries • Track and analyse policy trends across developing regions, keeping abreast of good practices and relevant lessons • Write concise and compelling briefing papers, advocacy letters, presentations, blogs, etc. • Work with the communications officer to craft sharp, compelling messages for media and other audiences. 	40%
Coalition building and networking	<ul style="list-style-type: none"> • Identify and cultivate potential A4AI members and allies at national, regional and global levels. • Build consensus on coalition strategy and positioning. • Proactively involve members in A4AI's policy advocacy activities. • Position A4AI as a supportive and trusted partner to national level stakeholders. • Represent A4AI and WF at conferences and events. 	20%
Governance and fundraising	<ul style="list-style-type: none"> • Collaborate with the Executive Director and membership coordinator to prepare for Advisory Council and membership meetings, and attend these meetings when required. • Support the Executive Director and membership coordinator in cultivating potential major donors. • Assist with the preparation of high quality reports to donors/Advisory Council. 	10%
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> • Education to Masters' level or beyond 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> • At least 4 years experience in policy or public affairs roles in an international organisation or firm, with increasing levels of responsibility for strategy development. • Knowledge of telecommunications policy in the developing world and a good network of contacts in the ICT sector. • Vivid writer and communicator, able to present difficult concepts in clear, simple spoken and written English. • Track record of managing complex policy research projects. • Demonstrated networking and coalition-building skills and experience 	

	<p>of driving agendas through consensus-based, multi-stakeholder processes.</p> <ul style="list-style-type: none"> • High capacity for work output in order to meet tight deadlines and multiple priorities. • Ability to travel extensively (up to 30%). • Ability to apply basic concepts of gender and poverty analysis in policy work.
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Experience of living and working in the developing world. • Experience of people management. • Fluent in one major world language in addition to English. • Mathematically literate with an understanding of quantitative research methods and basic statistics.

To apply, please send your CV and a short motivational letter to jobs@webfoundation.org with 'A4AI Policy Advocacy Manager' in the subject line.

Application deadline: June 30, 2016