



**Position:** Advocacy Coordinator

**No. of vacancies:** 1 (One)

**Date of Announcement:** September 20, 2021

**Duration:** Annual Contract (extended on performance basis)

**Location:** Kathmandu

**Reports to:** Program Director

**Field Visits:** Frequent travel to project areas

**Core Function:** Habitat for Humanity International Nepal is seeking applications from qualified professionals for the vacancy of Advocacy Coordinator. S/he will be responsible for strengthening advocacy efforts in HFH Nepal's programs. In addition, S/he is responsible for networking and partnership building and conducting a diagnostic exercise in the field for HFH Nepal by coordinating with different stakeholders and Government entities. The overall purpose of this assignment will be to research and strengthen safe and secure land and housing rights of marginalized landless families.

**Duties and Responsibilities:**

- Lead policy analysis and advocacy initiatives for HFH Nepal's programs. Offer guidance; help locate expert advice (internal or external); assist in collecting best practices and the promotion of successes related to safe and secure land and housing allocation to landless poor.
- Lead efforts related to building the capacity of field-based staff and local partners and increase awareness and knowledge of all staff on advocacy issues.
- Ensure - quality management of national advocacy programs.
- Contribute to proposals to raise funding for advocacy initiatives.
- Lead and coordinate research initiatives contributing to strategy development and implementation.
- Participate in coordination meetings to identify information needs and provide technical support.
- Ensure appropriate dissemination of meeting minutes, assessment reports, and other information products to relevant partners. Document project outcomes and lessons for a variety of stakeholders (donors, partners, international peers).
- Build/ maintain regular contacts with partners in the area of coverage to collect operational data and to ensure it meets relevant standards.
- Comprehend the existing Government's administrative policies and processes followed for land allocation by the Governments to the marginalized landless families. Engage with the central level and field level officials, community members, and service providers for the same.
- Identify the challenges within the system both from the supply side and the demand side (especially women on such schemes) and recommend the solutions to minimize the hurdles and challenges currently being faced by the marginalized communities.



- Explore a self-sustaining system development with practical and doable interventions to minimize the hardships and challenges the poor communities face in accessing land and housing benefits.
- Identify appropriate, scalable mechanisms for delivering training to beneficiary women and men by leveraging the existing NGO networks.
- Implement projects on land and housing allocation in favor of marginalized populations by considering a scalable, self-sustaining approach.
- Spearhead coalitions & relationships with key influencing agencies and allies at National and International levels.
- Also, engage with local partners to build and cultivate strategic partnerships to leverage advocacy opportunities with government leadership, Ministries, other implementing partners.
- Other works as assigned by supervisor.

#### **Knowledge and Skills Required:**

- A strategic thinker
- Excellent interpersonal skills, ability to working in remote teams, and networking skills.
- Coaching/advisory skills.
- High proficiency in English (speaking and writing).
- Computer literacy (MS office)

#### **Education Qualification, Professional Experience:**

- Master's degree in development/housing/sociology/law/communications or additional education/certifications related to advocacy.
- at least four years of related experience in advocacy development programs for non-profit organizations
- Working knowledge of national and international government structures and multi-lateral institutions.

**How to Apply:** Interested candidates are requested to access the below link and apply along with a cover letter and an updated CV:

<https://merojob.com/habitatnepal/>

#### **Human Resources Department, Habitat for Humanity International Nepal**

The vacancy remains open unless the position is fulfilled.

*In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. Our intent is to create and maintain a work and life environment that is safe, productive, and respectful for our colleagues and for all we serve.*

*Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantage communities and local candidates are encouraged to apply.*

*Only shortlisted candidates will be contacted for further steps in recruitment. Habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons whatsoever.*