



Job Description - Policy & Advocacy Manager

ABOUT US

[Transform Health](#) is a coalition of organisations dedicated to achieving the Sustainable Development Goal of Universal Health Coverage (UHC) by 2030 by harnessing digital technology and the use of data. The Coalition advocates, campaigns for and collaborates with the individuals, communities, governments, organisations and institutions that are most affected by the lack of access to equitable, affordable, and high-quality healthcare. We are committed to promoting youth and women's participation and leadership and to promoting the perspectives, concerns and needs of marginalised groups so that everyone can benefit from the digital transformation of health systems, and access and control their own data to improve their health outcomes.

THE POSITION

Transform Health is looking to hire a Policy & Advocacy Manager to support the delivery of our policy and influencing work. This is an exciting opportunity to join a small, dynamic global team at the secretariat of the Transform Health coalition and help advocate for the digital transformation of health systems to achieve UHC.

In this role you will bring strong advocacy and project management skills, working closely with our Policy Lead and coalitional partners to create an enabling environment to achieve our ambitious goals. You will work closely with our regional and national partners to support advocacy efforts, including around strategic policy and decision-making moments, to influence key audiences on coalition priorities - e.g. stronger health data governance; increased political will and investment to strengthen digitally enabled primary health care systems; and ensuring an inclusive approach and the meaningful engagement of civil society and communities in digital health governance. You will project manage advocacy plans and processes and support M&E against our objectives.

MAIN RESPONSIBILITIES

- Support the development and delivery of Transform Health's policy and advocacy strategies and plans, working closely with the Policy Lead and other colleagues.
- Work with national coalition partners and regional networks to support with strategising and the development and delivery of advocacy plans, with the aim of advancing their objectives around digital health and health data governance for UHC.

- Project manage advocacy plans and processes, including engagement with regional networks around key strategic policy and decision-making moments and other processes. This will include internal coordination, working closely with colleagues and external partners, regular update meetings, work stream management, oversight of timelines and deadlines, budgets, M&E tracking, reporting etc.
- Support and/or lead on planning events and meetings to support advocacy and to amplify our profile and the role of digital health.
- Develop advocacy tools, policy messages, and other material necessary for the coalition and its partners to engage key audiences and influence national, regional and global agendas.
- Contribute to and lead on the development of policy positions, statements, briefs, reports and blogs to support our advocacy.
- Keep abreast of the latest policy discussions and developments across digital health, UHC and global health with a view to providing inputs to and helping to shape our policy positions and advocacy plans and to identify opportunities for Transform Health to engage to advance our objectives.
- Engage and position Transform Health around key global, regional and national events.
- In collaboration with Enabling Function colleagues, coordinate and ensure the meaningful engagement of partners and youth at key events, as part of planning, and in the delivery of key areas of work, to ensure an inclusive approach and leverage the strength of our coalition.
- Contribute to monitoring, evaluation and learning efforts to track progress against our advocacy objectives and plans.
- Collaborate with the campaign function, communications and other Enabling Function colleagues to ensure alignment across Transform Health's positioning and increase our impact.
- Support the Policy Lead in managing the Policy Circle and engagement of its members.
- Manage Transform Health's events and publication calendar, ensuring we are leveraging key moments to advance our objectives and strengthen our profile.

PERSON SPECIFICATIONS

- Master's degree in a relevant discipline, e.g. global health, public policy, political science, international development.
- At least 5 years' experience in a policy and/or advocacy role, including experience developing and delivering advocacy strategies and activities.
- Experience in global health and digital health with good understanding of concepts such as health data governance, digital rights and inclusion, community health and digital health financing/investment
- Experience analysing policy and policy developments, making relevant recommendations, and designing and implementing policy and influencing actions in response.
- Proven track record of building relationships and influencing external stakeholders and agendas.

- Experience working in a coalition and/or partnering with organisations and stakeholders to deliver joint objectives and plans.
- Project management skills, including experience managing and coordinating advocacy plans and processes, work stream management, budgets, etc to deliver outcomes.
- Excellent written and verbal communication skills with demonstrable experience formulating positions and conveying policy and advocacy messages effectively to a range of audiences in a clear, accessible and influential way.
- Highly organised with the ability to plan effectively, balance competing priorities, meet challenging deadlines and be flexible to change.
- Excellent interpersonal skills, with the ability to collaborate & influence colleagues & stakeholders at all levels & across different countries & contexts.
- Experience leveraging social media and other communications tactics to support advocacy.
- Experience working in digital health, data and UHC and a good understanding of the national and international context as it relates to digital health and UHC.
- Proficient with Microsoft Office and Google docs.
- Deep commitment to Transform Health's mission and core values.
- We encourage candidates in low & middle income countries to apply.
- Fluency in English and proficiency in one or more other languages (e.g. French, Spanish, Swahili) preferred.

REPORTING & ACCOUNTABILITY

This position will report to the Executive Director. The Policy & Advocacy Manager will work under the leadership of the Policy Lead and closely together with other members of the enabling function in carrying out their role.

LOCATION

Flexible - home based.

DURATION

The successful candidate will receive a 1 year contract with a possible extension (dependent on funding). The contractor will be expected to work 42 hours per week and will be entitled to 25 days off and 5 days sick leave per annum.

APPLICATION PROCESS:

To apply please send your CV and cover letter with email subject "Application for Policy and Advocacy Manager" (detailing your experience and salary expectations) to: vaidehi.vaidya@transformhealthcoalition.org

Closing date for applications: **28th Feb 2022.**