



# African Conservation Tillage Network

## JOB ANNOUNCEMENT AND TERMS OF REFERENCE

**Position:** Strategy and Policy Adviser

**Duty Station:** ACT Nairobi Head Office

**ACT Purpose:**

The African Conservation Tillage Network (ACT) is a vibrant pan-African organization promoting adaptation and adoption of conservation agriculture in Africa. The organization's head office is based in Nairobi, Kenya and regional offices are located in Ouagadougou, Burkina Faso and Harare, Zimbabwe. The main thrust of the organization is knowledge and information management on conservation agriculture and sustainable land management. Further information about the ACT is available at: [www.act-africa.org](http://www.act-africa.org).

**Job Purpose:**

The purpose of the position is to develop policy measures that lead to (a) directing investment in support of ACT's strategic objectives, (b) economic measures that change relative prices and create incentives for desired behaviour, (c) institutional measures including regulations that create opportunities for investors in natural resources management.

**Reports to:**

The Strategy and Policy Advisor (SPA) will work under the direct supervision of the ACT Executive Secretary in close liaison with the ACT sub-regional Co-ordinators and Managers, and be mentored by the Canadian Foodgrains Bank (CFGB) Public Policy department.

**Duty Statement:**

The Strategy and Policy Advisor will manage specific policy portfolios under the ACT - Foodgrains Bank Partnership arrangement. Specifics include:

- Research – Conduct and monitor research on various public policies affecting food and hunger issues;
- Propose Policy Changes - Develop proposed changes to public policies, along with the supporting rationale and background research;
- Policy Briefs – Work closely with programme staff to prepare written public policy briefs and publications for internal and external audiences;
- Influence – Persuade decision-makers to take action necessary for improving hunger-related public policies;
- Networking – Work together with the staff of ACT, Foodgrains Bank, member agencies, other Canadian NGOs, government officials and international contacts to research, share information about, and influence hunger-related public policies.

- Diplomacy – represent the ACT and Foodgrains Bank and its mission with integrity in local, national and international settings
- Dissemination – working with media houses, researchers and program staff, disseminate CA stories to the media that feature positive messaging around conservation agriculture use by smallholder farmers in Africa;
- Coalition work – Lead and/or contribute to coalitions of organizations that work on hunger-related issues
- As appropriate, provide support to the Executive Secretary on any other duties relating to the Network’s policy and advocacy.

**Deliverables:**

1. In-person meetings, round tables, workshops and learning events with program and partner staff , agricultural officials & ministerial staff.
2. Visits to key government staff and decision-makers in focus areas to see CA programming.
3. Timely, well-informed advice on current and emerging policy discussions.
4. Timely, high-quality written policy documents and recommendations.
5. Effective consultation and communication with other Network staff, the ACT Secretariat, consultants and relevant external stakeholders including individuals and agencies.
6. Effective representation of the Network and its interests.
7. Effective administrative processes relating to the Network’s policy and advocacy work.

**Selection Criteria**

- Demonstrated agriculture related policy experience including relevant tertiary qualifications and experience in agriculture-related policy and research.
- Demonstrated experience in stakeholder engagement and relationship management including the ability to plan, identify and liaise with relevant internal and external stakeholders to inform policy development.
- Excellent interpersonal and communication skills and the ability to work across a broad range of groups, including members, rural networks and stakeholders in government and non-government agencies.
- Well-developed analytical skills including the ability to assess and critically evaluate the validity of information and research and prepare policy briefs and background analyses based on consultations, published data and research.
- Excellent writing skills and demonstrated ability to write reports, project proposals, submissions, newsletters, meeting papers/minutes.
- Ability to initiate and manage projects, develop implementation strategies, meet deadlines and manage competing priorities within a small team environment.
- Interest in and understanding of issues that relate to conservation agriculture and wellbeing of people who live in rural and remote Africa.
- Familiarity with the evolving policy discourse surrounding traditional farming methods and practices and relevant interventions that are designed to effect change and improvements to the traditional approach.

### **Desirable**

- Knowledge of political and legislative processes.
- Knowledge of and networks in the conservation agriculture and sustainable development sectors.
- PhD or MA with an additional five years of relevant work experience in social sciences, agricultural and environmental sciences, law or public policy or public administration
- A minimum of 10 years of work experience in governance and legal policy environment
- Fluent in English; knowledge of French will be an additional advantage

### **Terms and Conditions**

- This is an Internationally Recruited position.
- ACT provides attractive international salary and benefits package and a collegial and gender-sensitive working environment.
- The appointment is for two years with possibility for renewal

### **Application procedure**

To apply for this position, please send your application, by email only, to the Executive Secretary, ACT, email address: [hr@act-africa.org](mailto:hr@act-africa.org). Applications must be accompanied by a cover letter of motivation, date of availability, salary expectation, an up-to-date curriculum vitae (CV) with the names and contacts of three referees in English and must be received not later than **31<sup>st</sup> January 2016**.

ACT is an equal opportunity employer and believes that staff diversity promotes excellence in its operations

*Only the short listed candidates will be contacted. This position will remain open until filled.*

To learn more about ACT, please visit our website at [www.act-africa.org](http://www.act-africa.org)