

**JOB DESCRIPTION**

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| Job Title | **Coordinator Policy Advocacy - Bangladesh** |
| Reports To | Country Director - Bangladesh |
| Job Location | Dhaka with frequent travel to project locations within Bangladesh |

**Job purpose:**

The Coordinator Policy Advocacy will be responsible for identifying and prioritizing advocacy issues, preparing policy briefs, campaigning with DPOs to mobilize opinions and influence policy makers and other appropriate stakeholders on issues related to disability rights and protection. The position will uphold organizational as well as project/program profiles at all levels in order to establish ADD as a strong player of the disability movement in Bangladesh.

**Key Responsibilities:**

## The Coordinator Policy Advocacy position.

With strong focus on ADD’s strategic programme and organizational needs, the job holder will be responsible for identifying and prioritizing advocacy issues, preparing policy briefs, campaigning with DPOs to mobilize opinions and influence policy makers and other appropriate stakeholders on issues related to disability rights and protection. The position will uphold organizational as well as project/program profiles at all levels in order to establish ADD as a strong player of the disability movement in Bangladesh.

## Key areas of responsibility.

* Identify advocacy issues and develop/review country Policy Advocacy Strategy
* Understand the issues related to disability rights and protection in a national and global policy environment
* Collect evidence from the field, prioritize and prepare policy briefs
* Work with policy/law makers at various level and find out where it needs to change
* Write advocacy briefing and advocacy progress report
* Communicating and networking with government officials at national and local level and other development partners
* Organize events to represent ADD policy issues to national players
* Keep track on ADD Theory of Change as appropriate
* Keep track on UNCRPD Progress, SDGs achievement of targets related to Disability, National Rights and Protection Act on Persons with Disability, Global and Regional Summits commitments on Disability and Development
* Organize various campaign and days observations at national and local level
* Media communication and advocacy
* Support and facilitate advocacy related capacity building training at local/community and national level
* Communicate with Global Policy Influencing of Unit of ADD International for support to implement the country level advocacy and share learning and evidence of country programme to feed in the global advocacy.
* The position requires field visit in locations where ADD has its interventions and or as required within the country.

# Person specification

#### Essential:

* Master’s in social science from a recognized University. Any advance study/training on advocacy and human rights will be added value
* Minimum experience of 7 to 10 years in advocacy for promoting rights and inclusion and mobilising marginalised people in Bangladesh.
* Proven experience of implementing rights-based approach and turning the global commitments to realise rights and meet needs of vulnerable people at the national and local level.
* Have knowledge and clear understanding on Human Rights along with national development policies with special focus on the marginalised people including women, youth and persons with disabilities and international legal instruments and commitments; understanding of CRPD and SDGs will be an advantage.
* Fluency in Bengali and English and outstanding oral and written communication skills with the policy makers and marginalised people at the grassroots level.
* Demonstrate excellent interpersonal skills and ability to work well as a part of a team and to interact professionally with culturally and linguistically diverse staff, program, and participants both in the office and outside.
* Experience of capacity building on policy influencing, awareness raising and claiming rights
* Experience of organising policy influencing events, such as seminar, roundtable discussion, press conference and meeting with Ministers, Parliamentarians and relevant stakeholders.
* Ability of writing policy ask and communicating with media to inform the key message of policy influencing
* Ability to collect evidence and data from the field and feed in the national and global influencing work of ADD International with special focus on SDGs and CRPD.
* Advance computer skills including working with Microsoft Word, Excel and PowerPoint etc.
* Commitment to and understanding of the Social Model of Disability and a rights based approach to development

#### Desirable:

* Understanding of the National Disability Rights and Protection Act 2013
* Ability to travel domestically and internationally
* Practicing participatory tools and methodologies for program identification, strategy framing and implementation. Background on action research is also desirable