

<b>Position title:</b>	<b>Policy and Membership Coordinator</b>
<b>Reporting to:</b>	CSO Partnership for Development Effectiveness (CPDE) Executive Secretary, Co-chairs for Policy and Membership Committees
<b>Position purpose:</b>	<p>IBON International responds to international demand to provide support in research and education to peoples' movements and grassroots empowerment and advocacy and links these to international initiatives and networks. IBON International initiates and implements international programmes, develops and hosts international networks, initiates and participates in international advocacy campaigns, and establishes regional and country offices where necessary and appropriate. IBON International is the Global Secretariat host and Fiscal Sponsor of the CPDE. The post is part of the Global Secretariat.</p> <p>The Policy and Membership Coordinator will provide CPDE with the necessary coordination and membership engagement to advance its policy and advocacy objectives. S/he shall work closely with the Policy and Advocacy Officer, and Network Manager.</p>
<b>Key contacts:</b>	<p>Focal persons from constituencies, formations, and implementing units, specifically:</p> <ul style="list-style-type: none"> <li>- Advocacy and Policy Committee (APC) and Membership Committee</li> <li>- Advocacy Working groups (WGs) and TFs</li> <li>- Constituency Coordinators</li> <li>- Country Focal Points</li> <li>- Coordination Committee and Global Council members</li> <li>- CPDE Global and Unit Secretariats</li> </ul> <p>External Partners, Advocacy Targets, CSO Networks</p> <ul style="list-style-type: none"> <li>- Governments</li> <li>- International Institutions</li> <li>- CSO Alliances</li> </ul>
<b>Issue date and deadline</b>	
<b>Location of work</b>	Quezon City, Philippines (Negotiable)
<b>Contract duration</b>	One-year with six months of probation; renewable

Key responsibilities	Key elements	% time
Coordination for Policy and Advocacy	<ul style="list-style-type: none"> <li>▪ Support coordination of the various advocacy structures of CPDE including the APC, thematic WGs, Development Assistance Committee (DAC)-CSO Reference Group, and Task Forces</li> <li>▪ Support the research and development of policy positions and advocacy materials</li> <li>▪ Support the organizing of campaigns, advocacy activities and policy engagements</li> <li>▪ Monitor CPDE advocacy activities and outcomes at different levels and ensure that these are documented and reported on appropriately</li> </ul>	50
Coordination for Membership Engagement	<ul style="list-style-type: none"> <li>▪ Work with constituency (sectors and regions) and country focal points in giving global expression to their specific regional, sectoral or national issues</li> <li>▪ Facilitate the constituency and country level translation of CPDE's global advocacy issues</li> <li>▪ Facilitate, monitor and document platform discussions on policy and advocacy issues</li> <li>▪ Support the capacity development of CPDE members to enhance participation in platform activities especially in policy and advocacy engagements</li> <li>▪ Work with other members of the CPDE Global Secretariat to ensure optimal implementation of activities and contribute to achieving the policy objectives</li> <li>▪ Support/facilitate the coordination between regional and sectoral constituencies to coordinate, cooperate, work together on common issue</li> </ul>	40
General	<ul style="list-style-type: none"> <li>▪ Perform other tasks assigned by the CPDE Executive Secretary, Network Manager and Senior Policy and Liaison Officer</li> </ul>	10

**Person specifications: experience, skills and knowledge**

**1) Essential experience:**

- At least three years' work experience on relevant and/or related field
- Coordination of platform members in multiple countries for multi-donor funded programme implementation and multi-agency policy and advocacy engagement
- Policy work targeted at bilateral and multilateral agencies
- Working with diverse CSOs
- Writing clear reports, policy and advocacy products
- Work in a developing country and/or experience working with organisations from the Global South.

**2) Desirable experience:**

- Making presentations to decision-makers
- Involvement in an international network/platform
- Involvement in an international campaign

**3) Required aptitude, skills and knowledge:**

- Demonstrated policy research and writing skills
- Demonstrated coordination and management skill
- Excellent inter-personal skills
- Ability to coordinate a multi-country, multi-donor and multi-agency project
- Ability to work in a small team and to work collaboratively with CSOs worldwide
- A very high standard of spoken and written English
- Computer literate and familiar with Word, Excel, PowerPoint and Outlook

**4) Desirable aptitude, skills and knowledge:**

- Understanding current debates on aid and development effectiveness policies and Agenda 2030

**5) Willingness to travel**

**6) Commitment to CPDE's values and goals**