



Save the Children UK has been operational in Ethiopia since 1973 and the organisation has developed into one of the largest NGOs in the country. Currently **Save the Children UK** operates a Programme that straddles relief to development with a wide range of programming encompassing three thematic areas of work: Health and HIV AIDS, education and Hunger Reduction. The Programme works to ensure quality programming on the ground forms the basis upon which to advocate for greater changes in policy and practice by key duty-bearers at regional, national and global levels. In order to achieve this Programme it is therefore organized into different departments. All of **Save the Children UK** Programme activities and many advocacy initiatives take place in **Save the Children UK's** three operational areas of Amhara, Somali and Afar National Regional States.

Save the Children UK Ethiopia currently manages more than 350 nationally appointed and UK appointed staff and substantial amount of financial and material resources. **Save the Children UK** Ethiopia programme is financed from both its unrestricted money and from grants of different donors who have their own requirements. The size of the programme and the amount of human, financial and material resources put into it as well as the requirements of different donors requires substantial amount of quality and efficient human resource.

Internal/External Vacancy Announcement No. 471

7 July 2010

Job Title	Young Lives Policy Coordinator
No of positions	One
Duty Station	Addis Ababa
Job Grade	J
Salary	Birr 12,757
Length of Contract	Two years

Job Purpose

The Policy Coordinator plays an important role in the Young Lives team in Ethiopia. S/he is responsible for ensuring that the work of Young Lives is used effectively in Policy debates to help reduce child poverty. This will involve mapping policy issues, relating Young Lives research to policy issues and engaging with policy actors, including within government, research and civil society organizations, donors and INGOs to promote the use of Young Lives analysis, research findings and outputs in Ethiopia.

Key accountabilities

- Lead the development and implementation of the Young Lives policy engagement and communication strategy for Ethiopia, in conjunction with the relevant Save the Children thematic teams and Senior Programme Managers, the Young Lives Ethiopia Country Director, lead qualitative and quantitative researches and the Senior Young Lives Communication Officer.
- Support the development of specific policy orientated outputs based on Young Lives research findings and outputs, as mutually agreed through the country plan and related deliverables.
- Serve as an important bridge between the research analysis and outputs and current and potential policy stakeholders in Ethiopia.

- Work closely with staff in Save the Children UK in Ethiopia, to ensure Young Lives research outputs are fed into Save the Children processes and vice versa.
- Lead the implementation of the policy component of the monitoring and evaluation framework and supervise the collection of M&E data, and reporting for the policy and communications work of Young Lives in Ethiopia.
- Serves as coordinator and budget holder for the Young Lives contract with Save the Children UK in Ethiopia.

Person specification

- Masters degree in an area related to social policy, development studies, economics or one of the other disciplines relevant to Young Lives.
- Specialized education in policy analysis, including both macro and micro analysis and statistical and quantitative analysis.
- Strong understanding of research, the policy implications of research and the use of various types of research outputs to inform broader policy debates
- Experience of writing policy briefs and briefing papers
- Experience of communicating research and policy findings through a variety of media and using a variety of techniques
- Good understanding of poverty and its impact on children
- Broad-based knowledge of key development issues and the policy/institutional environment in Ethiopia
- Articulate, with excellent verbal and written communication skills in English and a national Ethiopian working language
- Experience in strategic planning and the ability to turn plans into practical action
- Strong organizational skills and computer skills. Ability to use SPSS/STATA and ACCESS is desirable
- A team player with energy, enthusiasm and a commitment to children's development
- Willingness to travel

Interested applicants who meet the above minimum requirements are invited to send their applications, C.V. and non-returnable photocopies of their credentials to the HR Dept., **Save the Children UK** P.O. Box 7165 Addis Ababa or other **Save the Children UK** offices. They may alternatively use the ethiojobs website to apply for this post. All applications should be received within **14** days of this advertisement. **Only short listed applicants will be contacted.**

Our policy highly encourages and favors **female** applicants to apply and be considered. Since we are committed to the welfare of children it is essential that anyone connected to **Save the Children UK** who suspects or knows of child abuse commits himself or herself to raise their concerns in line with the processes and policy in the Child Protection Policy (CPP). **Save the Children UK** has a zero tolerance policy towards any abusive behaviour amongst its staff, and incidents will be dealt with through the appropriate legal mechanisms and / or through **Save the Children UK's** internal disciplinary measures. For **Save the Children UK** employees, reporting is mandatory – verifiable instances of failure to report will also be dealt with through appropriate disciplinary measures.

Save the Children UK in Africa promotes equality of opportunity and strives for a representative workforce. We strongly encourage people from all social, economic, ethnic, religious and racial backgrounds and we actively encourage women and people with disabilities to apply for positions. **Save the Children UK** values diversity.