

The Global Campaign for Education (GCE) is seeking to recruit for the following positions: **Advocacy and Research Officer**

Role profile: **Advocacy and Research Officer**

Job purpose: To support advocacy initiatives that strengthen the work of GCE, assist in developing policy content and to contribute to the advocacy and research activities, as well as support programmes that build GCE's strategic areas.

Location: Johannesburg, SA or anywhere globally within GCE's regions

Reporting to: Head of Policy, Advocacy and Campaigns (PAC)

Employment Type: Fixed-term contract with possibility of renewal, to commence ASAP

Level: 3

Duties and Responsibilities:

Organisation:

- Facilitate, participate, take notes and prepare minutes and coordinate agendas of policy and advocacy activities.
- Ensure incoming emails and messages are answered to in a timely manner.
- Build and maintain relationships with GCE members, activists, researchers, and other stakeholders that will help advance our work.
- Contribute to the development of reports and feedbacks to donors/funders and partners.
- Follow up and monitor GCE processes

Policy & Research support:

- Support the content development of Toolkits, Guidelines, Blogs, Strategies, Reports, Policy briefs and Publications.
- Gathering data from GCE's membership, partners, and other stakeholders through e.g. online surveying, phone calls, and follow up communications.
- Support primary and secondary analysis of qualitative and quantitative data.
- Conduct literature reviews.
- To carry out any other duties related to the implementation of GCE's research and advocacy plans in line with the purpose of the post.

Advocacy support:

- Support the Civil Society (CSO2) representation to the Global Partnership for Education.
- Coordinating GCE's Communities of Practice and face-to-face & online events
- Represent GCE Secretariat in public events, working groups and networks.
- Assist the organization of meetings, seminars and other related events

Qualifications and Key Competencies:

Essential:

- Bachelor's degree in social sciences, education, or other related field.
- 1-2 years of experience in human rights advocacy.
- 1-2 years in assisting academic research on the right to education, including the ability to conduct literature reviews.

- Proven experience in education analysis and participatory decision-making processes.
- Proven ability to manage relationships with GCE members and Partners.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- An understanding of grassroots civil society activism and the ability to motivate and engage staff and individuals from diverse coalition member organizations.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Fluency in written and spoken English and strong writing and communication skills.
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work to tight deadlines and to prioritize a complex workload.
- A commitment to GCE's core values, principles and mission to promote the right to education.
- Self-starter, autonomous and able to manage own workload efficiently.

Desirable:

- Experience of working in a donor funded environment or an international organisation.
- Competency in one or more of GCE's other official languages - Spanish, Arabic, Portuguese, French.
- Existing network of contacts in the field of the right to education.
- Experience of working in global networks or coalitions.
- Experience of working with GCE member coalitions.

To apply for a position, please submit your application letter and a CV/resume (2 pages maximum), including at least two contactable references, to jobs@campaignforeducation.org on or before the closing date: **Monday, 11th January 2021**. Please indicate the job title you are applying for in the subject line of the email. For further information on GCE, please visit our website: www.campaignforeducation.org/.

-
- GCE is an equal opportunity organisation and everyone is encouraged to apply.
 - Please note that due to high volumes of applications that we receive, only complete applications will be considered, and only shortlisted candidates will be contacted.
 - GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.