HR - Standard Job Description

The Standard Job Descriptions describes the job content of a generic type of job. It defines essential duties, general requirements, and level of performance that are required to ensure success and positive contribution of the job to TI-S Implementation Plan..

TRANSPARENCY INTERNATIONAL Defence & Security

Job Title	Project Officer – Global Advocacy	Version	1
		Date	11 May 18

SUMMARY

		Grade	2
		Department	TI – Defence and Security

Reports to	Programme Manager – Responsible Defence Governance	**Line Management / Personnel Responsibility**	☐ Yes, up to ___ direct reports ☐ Yes, up to ___ indirect reports ☒ No
		Travel	☒ Yes, as required ☐ No

Overall Responsibilities (max. 2 sentences) **(The overall responsibility is a summary of the main purpose of the job. It describes the contribution which the job makes to achieve the main goals of the organisation.)**	The Project Officer – Global Advocacy works with the Programme Manager and the GI team to support advocacy on the Government Defence Anti-Corruption Index (GI). S/he will be coordinating capacity-building of civil society organisations on the GI as well as being involved in national and regional advocacy planning.
Media work / interviews	Not anticipated

D U T I E S

Job Duties (max. 7)
(Job Duties are clusters of work composed of several specific tasks. Job duties must be performed in order to fulfil the overall responsibility.)

1. Plan, coordinate and implement capacity-building activities for civil society organisations using the GI, especially regional workshops for TI national chapters on GI methodology and advocacy.

2. Identify and jointly develop national advocacy priorities with TI chapters and other civil society partners, using the GI and in close collaboration with the respective TI DS country lead.

3. Support TI chapters and other civil society partners in accessing TI DS donor funding, in collaboration with the Operations team.

4. Liaising closely with the GI team and TI-DS country advocacy leads, ensure that TI chapters have timely materials, messaging and reform recommendations in order to carry out advocacy activities.

5. Track GI advocacy activities by chapters and TI DS, and their impact, and feed into monitoring and evaluation processes.

R E Q U I R E M E N T S

1. Education	Educated to Bachelors or Masters level; preferably in international relations, political science, economics, business administration, social science or a related discipline
2. Professional Experience (incl. years)	1-2 years relevant work experience Ability to successfully undertake and complete projects Excellent writing, editing and communications skills, particularly in ensuring research is accessible to diverse audiences; Attention to detail and a desire to deliver high quality outputs; Self-starter with a track record of taking the initiative; Excellent social and relationship building skills; Excellent team working skills and a record of making a positive contribution to collective outcomes

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3. Technical Knowledge
Indicate for each of the technical areas below the level at which they are required for handling the job effectively, using the scale on the right-hand side:

	Not Required	An Advantage	Required
Accounting	☒	☐	☐
Administration	☐	☒	☐
Financial management	☐	☒	☐
Human Resources Management	☒	☐	☐
Project Management (planning, budgeting, implementation, review)	☐	☒	☐
Monitoring and Evaluation	☐	☒	☐
Communications	☐	☒	☐
Campaigning	☐	☒	☐
Media Relations	☒	☐	☐
Event Management	☐	☐	☒
Office Management	☒	☐	☐
Information Technology	☒	☐	☐
Knowledge Management	☐	☒	☐
Organisational / Capacity Development	☐	☒	☐
Fundraising	☐	☒	☐
Policy Analysis	☐	☒	☐
Political Analysis	☐	☒	☐
Social Research	☒	☐	☐
Anti-Corruption Expertise	☐	☒	☐
Business Administration	☒	☐	☐

4. Soft Skills
Indicate for each of the soft skills below the level at which they are required for handling the job effectively, using the scale on the right-hand side:

	Basic	Advanced	Extensive
People Management Skills — This job requires experience and skills in *"delegation, coaching, conflict resolution, performance management, motivating others, and taking responsibility"*	☒	☐	☐
Leadership skills — This job requires experience and skills in *"developing and sharing vision, pace setting, driving results, consultation, risk assessment, strategic thinking, change management, influencing others, entrepreneurship, and innovation"*	☒	☐	☐
Organisational Skills — This job requires experience and skills in *"problem solving, effective time / deadline management, strategic and implementation planning, driving initiative, working and making decisions autonomously"*	☒	☐	☐
Social and Intercultural Skills — This job requires intercultural experience and skills in *"team working, communicating effectively working politically, engaging multi-stakeholders, making use of prior contacts and networks, stimulating and shaping partnerships, networks and coalitions"*	☐	☒	☐

5. Languages
(*1 = Basic Skills; 2 = Advanced; 3 = Business fluent*)

				Not Required	An Advantage	Required
English:	1 ☐	2 ☐	3 ☒	☐	☐	☒
Spanish:	1 ☐	2 ☒	3 ☐	☐	☒	☐
French:	1 ☐	2 ☒	3 ☐	☐	☒	☐
Arabic:	1 ☐	2 ☐	3 ☐	☒	☐	☐
German:	1 ☐	2 ☐	3 ☐	☒	☐	☐
Others: _____	1 ☐	2 ☐	3 ☐	☒	☐	☐

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Signed Employee………………………………………………………………………. Signed Line Manager……………………………………………………………	**Date**

When identifying and writing standard job descriptions it is important to remember:

➢ **Standard Job Description** – A Standard Job Description describes an identified job in the organisation in a general and generic way by covering about 70-80% of the responsibilities of the job holder, as well as describing the general requirements, knowledge and skills, and performance level of a standard job.

The following are a list of terms to use when writing the job duties of a standard job.

Verbs referring to indirect responsibility of job duties through delegation:

➢ **Ensure**

➢ **Manage**
(Transform the overall goals of the organisation into individual and collective goals for those who report to them; develop plans for accomplishing goals and directs and review progress toward them; delegate to others the task of supervising the details of accomplishment. This role is generally linked to leading.)

➢ **Lead**
(In charge of a group/an organization/a situation, and to be the one to guide or steer on a particular course or in a specific direction.)

➢ **Oversee**
(Supervise a function or operation as distinct from supervising individuals.)

➢ **Supervise**
(Involves guidance and direction over the work and performance of individuals.)

Verbs referring to direct responsibilities of job duties:

➢ **Develop**
(Go through the process of evolving, planning and designing a specified action or plan.)
➢ **Define**
➢ **Conduct**
➢ **Analyse**
➢ **Plan**
➢ **Control**
➢ **Assess**
➢ **Coordinate**
(Organise and integrate related activities and people to ensure that the resources of an organisation/a programme are used most efficiently in pursuit of specified objectives. Not necessarily related to a leadership or people management.)
➢ **Inform**
➢ **Optimise**
➢ **Contribute**

Verbs referring to indirect responsibilities in support of others' job duties:

➢ **Assist**

➢ **Support**

(Perform portions of assigned work or carry out details of the total assignment under the guidance and responsibility of another job holder.)

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