

## Job Description

# DIGNIFIED WORK ADVOCACY ADVISOR – ASIA



## Job Purpose

The Dignified Work Advocacy Advisor – Asia plays a leading role in shaping advocacy strategies and initiatives for CARE’s regional “[Made by Women](#)” program strategy focused on Dignified Work for female garment workers. The position also provides leadership and technical support to CARE Country Programs in Asia and at regional level on specific advocacy issues relevant to the regional program. Working with teams across the region, and at global level, the Dignified Work Advocacy Advisor – Asia will conduct analysis to identify and advance Made by Women advocacy priorities; provide capacity building and technical support to country programs, including on capturing the results of advocacy initiatives; lead specific regional initiatives; and prepare advocacy, campaign messaging and talking points. In addition, the Dignified Work Advocacy Advisor – Asia will develop and build strategic partnerships to advance advocacy priorities and play a key representational role in external forums.

## Key Accountabilities

### 1. Strategy development

- Conduct analysis to inform future strategy development for the Made by Women regional program strategy and identify focus areas for future advocacy initiatives
- Develop a three year advocacy strategy for Made by Women
- Monitor international, regional and national policy and dialogue relevant to the program, to inform advocacy planning and to promote CARE’s role in influencing agendas

### 2. Design and implement advocacy initiatives

- In collaboration with the regional team and country program teams, identify priority advocacy issues to advance impacts through the Made by Women program
- Co-ordinate CARE’s engagement in strategic advocacy initiatives at regional level
- Engage in relevant policy debates, and generate media releases, advocacy briefs, talking points, research briefs, and key messages for campaigns
- Conduct specific, relevant and timely research or analyses to inform advocacy

### 3. External networking

- Develop and strengthen strategic partnerships on regional program priorities, in consultation with the regional program team and country program staff

### 4. Technical support and capacity building

- Develop and implement an annual plan of technical support for country program advocacy initiatives, including ratification of the ILO Convention and Recommendation to Combat Violence and Harassment in the World of Work (ILO190), and other relevant advocacy issues to advance the voice of women, workplace protections and ethical supply chains

- Provide direct technical support for a multi-country program on worker well-being, supporting timely delivery of quality advocacy plans and initiatives
- Manage a small grants mechanism available to country programs to advance advocacy initiatives on dignified work for female garment workers, ensuring activities are strategic and outcomes focused
- Provide technical support to country offices to ensure results of advocacy initiatives are captured and quantified, and strengthen program learning and documentation on advocacy initiatives
- Contribute to fundraising and proposal development
- Ensure lessons from country program across Asia inform global and regional agendas and decision making

#### **5. Internal networking and reporting**

- Develop and maintain strong internal relationships with the Asia regional team, Focal Points in Country programs and global advocacy teams
- Compile a concise quarterly workplan and activity report
- Comply with CARE's policies and procedures

### **Selection Criteria**

#### **Essential**

- Bachelor's degree with 3-5 years' experience in an International NGO
- Demonstrated track record in advocacy
- Demonstrated experience in providing advocacy technical support, training and capacity building to country program teams
- Experience in designing advocacy initiatives with a focus on gender equality
- High level analytical skills
- Excellent written and spoken English and experience in generating policy and research briefs
- Ability to work well under pressure and work to deadlines
- Excellent representation and communication skills, including in cross cultural work contexts
- Ability to develop and maintain networks with remote based teams and to work within matrix management environments
- Commitment to the aims and principles of CARE

#### **Desirable**

- Relevant international development experience is preferred but not required