

## **IDPC Regional Consultant - Africa**

IDPC is a global network of more than 120 civil society organisations that come together to promote objective and open debate on national and international drug policies. Our vision is that drug policies are grounded in the principles of human rights and human security, social inclusion, public health, development and civil society engagement – in line with our [Policy Principles](#).

IDPC's work focuses on networking, communications and high-impact publications, and we intervene at two levels in the policy making process:

- We facilitate networking and collaboration between civil society stakeholders, and seek to empower civil society and the most affected populations to better engage with and influence policy making processes.
- In parallel, IDPC also intervenes directly with high-level policy making processes by providing analysis and expertise to governments and UN agencies on effective and more humane drug policy options.

IDPC has a small secretariat based in London, supported by a network of expert consultants around the world – including long-term consultants in Europe, Latin America and Asia who help to keep our work relevant to local contexts. To complement this structure, IDPC is currently looking to hire a regional consultant based in Africa.

**Role:** IDPC Regional Consultant – Africa

**Reports to:** IDPC Senior Policy and Operations Manager (London)

**Purpose:** To be the focal point for IDPC's networking and advocacy work in Africa – liaising with members, civil society partners, policy makers and other key stakeholders from across the region. The role will support delivery of IDPC's work plan for Africa, and focuses initially on a programme of outreach and advocacy alongside the West Africa Commission on Drugs. The role may be expanded as and when new projects and funding becomes available.

**Responsibilities:**

- To represent IDPC at regional events, and in discussions and communications with civil society partners, and the West Africa Commission on Drugs.
- To cultivate and maintain a sustainable and respectful line of communication with key drug policy officials – including government representatives and regional bodies such as the African Union.
- To be the focal point for IDPC members from the region members – keeping them updated on the latest drug policy developments, and promoting dialogue and networking between them.
- To lead on the delivery of the IDPC regional work plan for Africa (under development), monitoring progress each quarter for the IDPC Members Updates and other internal documents.
- To disseminate and promote the use of IDPC materials and reports in the region.

- To contribute to the development of IDPC briefing papers, advocacy notes and blogs on policy issues of particular relevance to the region.
- To identify individuals and groups in the region that may be useful in promoting drug policy reform – developing and maintaining a contact lists of key policy makers and opinion leaders in the region.
- To support the expansion of IDPC membership in the region.
- To support the translation and dissemination of appropriate IDPC publications into relevant regional language(s).
- Collating information on drug policy situations and initiatives across the region, including for the updating of the IDPC regional webpage.
- To research and support regional fundraising opportunities.
- To be self-sufficient in terms of administration and travel arrangements.
- To contribute to the organisation of – and help facilitate – civil society and media workshops and other events and side meetings on drug policy and advocacy. This will include close liaison with local partners, venues and suppliers.
- Supporting and coordinating local advocacy campaigns, including through the ‘Support Don’t Punish’ campaign.
- Engaging with local media to develop contacts and respond to relevant enquiries.

**Terms:** The initial consultancy will be for a three month period, with the possibility of extension for a further 9 months and beyond, dependent on performance and available funding. The final terms of the contract are flexible – but as a guideline, the contract would cover two days per week at US\$ 500 per day.

**Application:** Please send a CV, cover letter and examples of written work to Jamie Bridge, IDPC Senior Policy and Operations Manager ([jbridge@idpc.net](mailto:jbridge@idpc.net)). Due to the funding for this post, a strong preference will be given to candidates based in West Africa.

**The deadline for applications is Friday 19<sup>th</sup> December 2014.**

## **Person Specification:**

### Essential

- Excellent written and verbal communication skills with oral and written fluency in English.
- Excellent interpersonal skills and an ability to communicate effectively with a wide range of audiences in terms of status, geography and cultural background.
- Awareness of, and interest in, global and regional drug policy debates.
- A commitment to the IDPC Policy Principles for effective drug policy.
- Knowledge and understanding of relevant United Nations and regional agencies such as the Africa Union.
- Demonstrable ability to be diplomatic and sensitive on challenging issues.
- Committed team player with excellent organisational skills and the ability to plan, prioritise and manage time and varied workloads.
- Strong organisation skills and IT skills, including experience of using the full Microsoft Office package.
- Based in Africa, preferably West Africa.
- Willingness and ability to undertake both regional and international travel on a regular basis – including travel in and around West Africa, and occasional trips to London.

### Desirable

- Ability to communicate and write effectively in a second or third language – ideally French and/or Portuguese.
- Experience in high-quality translation work.
- Educated to graduate or masters level, or equivalent.
- Specific experience of working on international drug policy issues.
- Published policy related papers and materials, or proven expertise in undertaking policy analysis and research.
- Experience and competence in public speaking and media work.
- Experience of fundraising and writing successful proposals.
- Existing contacts in national and international policy making or diplomatic sectors.