

# Public Policy Officer

The Society for Education on Contraception and Sexuality (SECS) is looking for a new team member for the position of Advocacy and Public Relations Coordinator.

Duty Station: Bucharest

Position: part time

Reporting to: Executive Director

Start date: as soon as possible

## Main tasks

### Development National Reproductive Health Plan 2020-2022

- Coordinate the further development, approval process and implementation of the plan of action for NRHP writing in collaboration with the NRHP working groups
- Plan and conduct the working groups that support NRHP writing
- Set up dialogue with partners, experts and other stakeholders such as UNFPA and WHO to ensure input of their expertise within the NRHP
- Organise one or more expert meetings to collect input and feedback (digitally or face-to-face)
- Contribute to the writing of the NRHP by supporting the development of specific chapters
- Plan and coordinate the review and synchronization process of all writing into one proposal
- Advocate for the adoption of the NRHP by the government.

### Development new public procurement procedure

- Set up and coordinate a group of experts and partners for the development of a proposal for a new public procurement procedure (PPP) with focus on contraceptives
- Set up PPP working groups on contraceptives and other SRHR related topics to procurement
- Coordinate process of PPP development and present PPP proposal in partnership with MoH

## General tasks

- Share progress of on-going activities of the project and future plans in line with the advocacy and communication plan with the ED with required support if any.
- Contribute to the identification and documentation of best practices and share lessons learned externally and internally.
- Develop and maintain linkages and partnerships with other key players working in the field.
- Produce reports, presentations, and press releases on key activities and issues related to the achievements of the above
- Contribute to identifying financial resources for organizational development.
- Support team in developing and application process with new project proposals.
- Undertake any other responsibilities, tasks or activities as reasonably required.

## Knowledge, Attitude and Experience Required

- University degree in Sociology, Political Sciences, International Relations, Public Relations or related fields (or relevant experience).
- At least 3 years of experience in advocacy, public relations, communication.
- Experience in reproductive health field is a plus.
- Advanced level of English language is required.
- Experience in policy change and experience of using policy, lobbying, public campaigning, media and digital work to influence a political agenda.
- Experience in coordinating and providing support for advocacy and communication at national level.
- Ability to relate to human rights issues and perspectives
- Supports human rights approach and reproductive health and rights as human rights
- Ability to advocate, communicate and build coalitions with various stakeholders.
- Sound political judgment and sensitivity and proven experience of engaging with and influencing decision makers.
- Fluent understanding and extensive experience of the techniques and skills required for effective project management.

- Knowledge and experience in how public campaigning, media and digital work can influence a political agenda.
- Knowledge on the operations of national and regional media, politics and the social development agenda.
- Experience in organizing events and engaging varied stakeholders in complex issues.
- Proven skills in developing proposals and budgets, and in reporting.
- Excellent verbal and written communication skills with stakeholders at different levels.
- Ability to work in a team in a consensual manner and to encourage full participation.
- Ability to multi-task, handle pressure, works with limited supervision.
- Prior experience in NGO works, especially in reproductive health field, a strong asset.

**Additional Information:**

The position requires ability and willingness to travel domestically and internationally up to 20% of the time.

**How to apply:**

Interested candidates should submit a letter of interest and CV, immediately or by 15 February , 2020 to Carmen Suraianu, Executiv Director, e-mail: [carmen.suraianu@gmail.com](mailto:carmen.suraianu@gmail.com). We encourage you to apply as soon as possible. Only complete applications will be reviewed and only shortlisted candidates will be contacted.