

**Position Title:** Advocacy Coordinator

**Location:** Cotabato City, BARMM (Note that this is a remote work arrangement but will require field work or out-of-town activities and coordination with offices in BARMM. No office space will be provided by the Project, but official travel expenses during out-of-town activities will be covered.)

**Timeframe:** Four months

**Reports to:** Project Manager, Deputy Executive Director

**Center:** Center for Advocacy and Partnerships

**Gross Salary:** PhP 55,000.00

## ***I. Main Functions***

### ***A. BNC IRR***

- a. Provide the overall coordination among the Bangsamoro Transition Authority's relevant committees, the Implementing Rules and Regulations (IRR) Technical Working Group (TWG) on the development of the IRR, PLCPD, and UNICEF Mindanao Field Office
- b. Ensure completeness and accuracy of all documentation of consultations and technical working group meetings
- c. Together with the PLCPD Administrative and Logistics Team, secure all contracts with suppliers e.g. venue and accommodation, transportation service, documenter, and consultants – ensuring the orderliness of the requirements
- d. Provide assistance in consolidating inputs to the IRR as needed
- e. Together with the photo and video documenter, develop materials for social media e.g. status updates, quote cards, reels
- f. Lead in organizing and execution of the launching of the IRR
- g. Write terminal report summarizing accomplishments, challenges, and recommendations

### ***B. BPCPD***

- a. Coordinate with members of the BTA, especially the Bangsamoro Parliamentarians' Committee on Population and Development, on policy agenda for children, including health and nutrition
- b. Monitor movement of relevant bills in the BTA
- c. Provide technical assistance to key policy champions on relevant policy agenda in the BTA
- d. Coordinate with other policy stakeholders including civil society organizations and multi-sectoral bodies in BARMM regarding the policy agenda

## ***II. Qualifications***

### ***Core Competencies***

- a. Policy analysis
- b. Advocacy and coalition-building
- c. Project coordination and time management
- d. Attention to detail and accountability

***Educational Background (preferred but not required)***

- a. Bachelor's degree in Public Health, Nutrition, Development Studies, Political Science, Social Work, or related fields
- b. Relevant training or coursework in nutrition, public policy, or governance is an advantage

***Experience (preferred but not required)***

- a. At least 2 years of relevant experience in advocacy, policy work, or program coordination
- b. Experience working with government agencies, BARMM institutions, or civil society organizations is preferred
- c. Familiarity with nutrition-specific and nutrition-sensitive programs or policies is highly desirable

***Knowledge and Skills***

- a. Strong understanding of nutrition issues in BARMM or similar contexts
- b. Knowledge of the policy development process, particularly IRR drafting, is an advantage
- c. Excellent written and verbal communication skills (English and Filipino; knowledge of local languages is a plus)
- d. Strong coordination and stakeholder engagement skills
- e. Ability to synthesize technical inputs into clear policy or advocacy materials

***Other Requirements***

- a. Must be based in Cotabato City and able to conduct face-to-face meetings and coordination
- b. Available for a full-time engagement for 4 months
- c. Willing to travel to consultation locations as needed (Davao, Zamboanga)