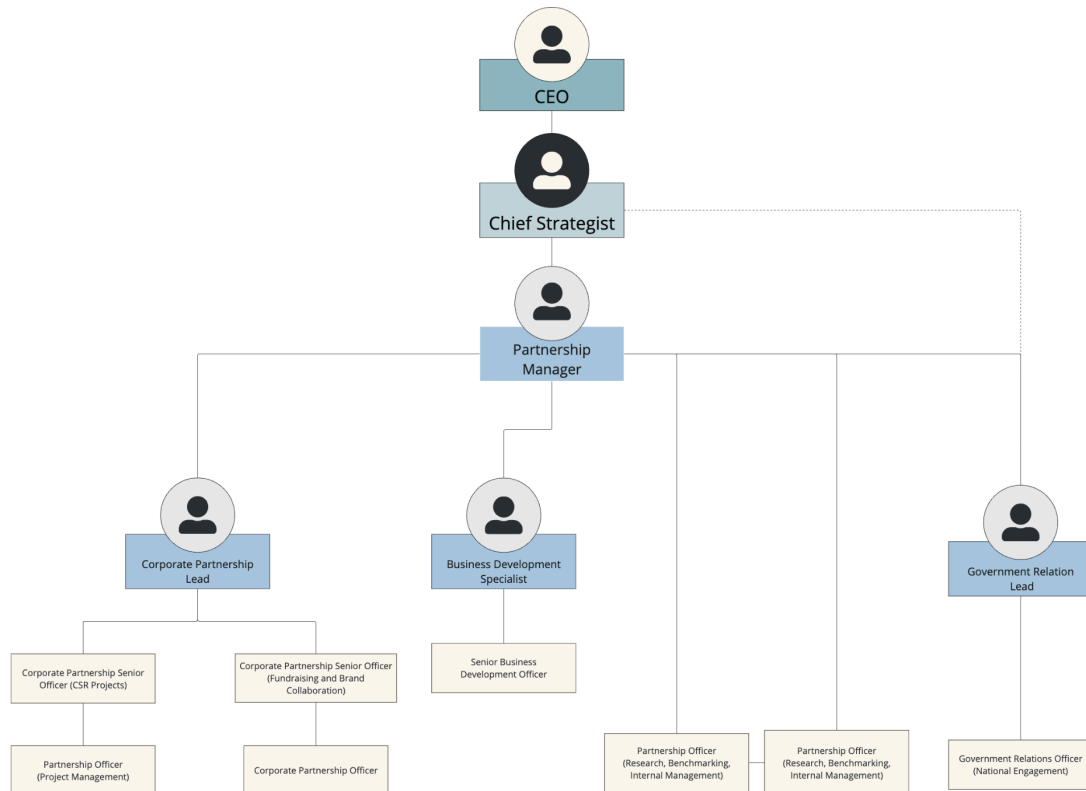


SCOPE OF WORK	
Position	: Government Relations Officer
Department	: Partnership - Strategic Unit
Employee Type : Full-time position, Contract-based 1 year Office-based with occasional field visits as required	Revision Date:
Grade :	

I. SUMMARY OF ROLE

The Government Relations Officer is a liaison between CISDI and government agencies, authorities, and organizations. This role involves developing and implementing strategies to establish and strengthen these relationships, ensuring alignment between CISDI's mission and government priorities. The officer is responsible for building relationships, conducting assessments of government policies and interests, and supporting the implementation of joint learning initiatives with subnational governments to enhance program outcomes.

II. ORGANIZATION CHART



The Partnership unit's structure ensures clear reporting lines and communication flow. At the top is the **Chief Strategist**, responsible for the strategic direction and success of the Partnership Development and

Management functions. The **Partnership Manager**, reporting directly to the Chief Strategist, leads the operational execution, ensuring that partnership activities are aligned with both the unit's and the organization's goals.

The Partnership Unit focuses on:

1. Internal system management for partnership formation, management, and documentation.
2. Partner recruitment and activation.
3. Fostering sustained and meaningful engagement with partners.
4. Analyzing partner-based organizational growth

III. WORKING RELATION

Internal:

The Government Relations Officer reports to the **Government Relations Lead**, receiving strategic guidance on partnership development and government engagement. They will regularly collaborate with the **Partnership Manager**, the **Business Development Specialist**, and the **Grant & Business Development Lead** to align government relations efforts with CISDI's goals and funding opportunities.

Additionally, this role will engage with:

- **Project Leads** (e.g., Primary Health Care Program, TRACK SDGs Team) to identify relevant government partners and ensure resource alignment. The Government Relations Officer will work closely with Project Leads (Primary Health Care Program Team, TRACK SDGs Team), to gain insights into project goals, resource needs, and the specific expertise required for successful implementation. This information is essential for identifying government partners with the necessary capabilities to contribute meaningfully to the project.
- **Policy Unit** to stay updated on legislative and regulatory developments that may impact CISDI's partnerships or project activities.
- changes affecting partnerships.
- **Human Capital** to align staffing needs in proposals.
- **Finance & Administration** to ensure financial compliance in proposals.
- **Research & Knowledge Management** to leverage data analysis for identifying funding opportunities and impactful partnerships.

External Stakeholders Engagement:

The Government Relations Officer will maintain regular communication with government agencies to explore potential partnership opportunities that align with government priorities. This role is pivotal in fostering collaborative initiatives that address shared goals. Furthermore, they will engage with donors, providing insights on engaging with subnational stakeholders to align donor-supported programs with local government needs and priorities.

IV. RESPONSIBILITIES/ACTIVITIES

Key Responsibilities

Administrative and Policy Support

- Manage documentation, including correspondence, technical guidelines, policy archives, and activity reports related to government engagement.
- Assist in policy analysis, data collection, and mapping to support program planning and advocacy initiatives.
- Compile and distribute timely reports to internal and external stakeholders.
- Develop checklists for legal compliance and regulatory alignment in government partnerships.

Collaboration with Internal Teams

- Work closely with internal teams (e.g., Project Leads, Advocacy Officers, Finance & Administration) to ensure government relations efforts align with CISDI's operational and strategic goals.
- Provide updates to relevant teams on changes in local government policies that may impact programs or partnerships.

Monitoring and Reporting

- Contribute to monitoring and evaluation efforts for government partnerships, documenting lessons learned to refine strategies.
- Analyze the effectiveness of partnerships and provide actionable recommendations for improvement.

Documentation and Reporting:

- Support lessons-learned documentation and reporting of government partnerships.
- Collaborate with program, research, and data teams to analyze partnership progress.
- Contribute to general partnership documentation and reporting.
- Develop legal-compliance documents checklist for partnerships with government institutions.

V. OUTPUT/MEASUREMENT

- Increased number of local government entities mapped and engaged.
- Number of formal agreements (e.g., MoUs, frameworks) established with local governments.
- Frequency and effectiveness of engagements with local government stakeholders.
- Timely updates on local government policies and their integration into program planning.
- Increase in positive stakeholder feedback.
- Successful facilitation of joint learning sessions with local governments, with measurable outcomes.
- Positive feedback from local government partners and improved collaboration outcomes.

VI. QUALIFICATIONS

Minimum Qualifications:

- Bachelor's degree in Law, Public Policy, Political Science, International Relations, Communications, or a related field.
- 2 years of experience in government relations, public affairs, or a related field (NGO experience is a plus).
- Familiarity with local government structures, policies, and legislative processes, particularly in the health or development sectors.

- Experienced in managing relationships with various subnational governments.
- Experience in technical coordination with national government (Ministries and Agencies).
- Ability to travel occasionally for government meetings and events.

Required Competencies:

- Strong understanding of government structures, policies, and legislative processes.
- Proven ability to navigate bureaucracy and identify key decision-makers, especially at Subnational level.
- Experience in developing strategies for relationship-building with government officials.
- Excellent communication skills, able to tailor messages to various audiences.
- Skilled negotiator with a diplomatic and persuasive approach.
- Strategic thinking and collaboration skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).