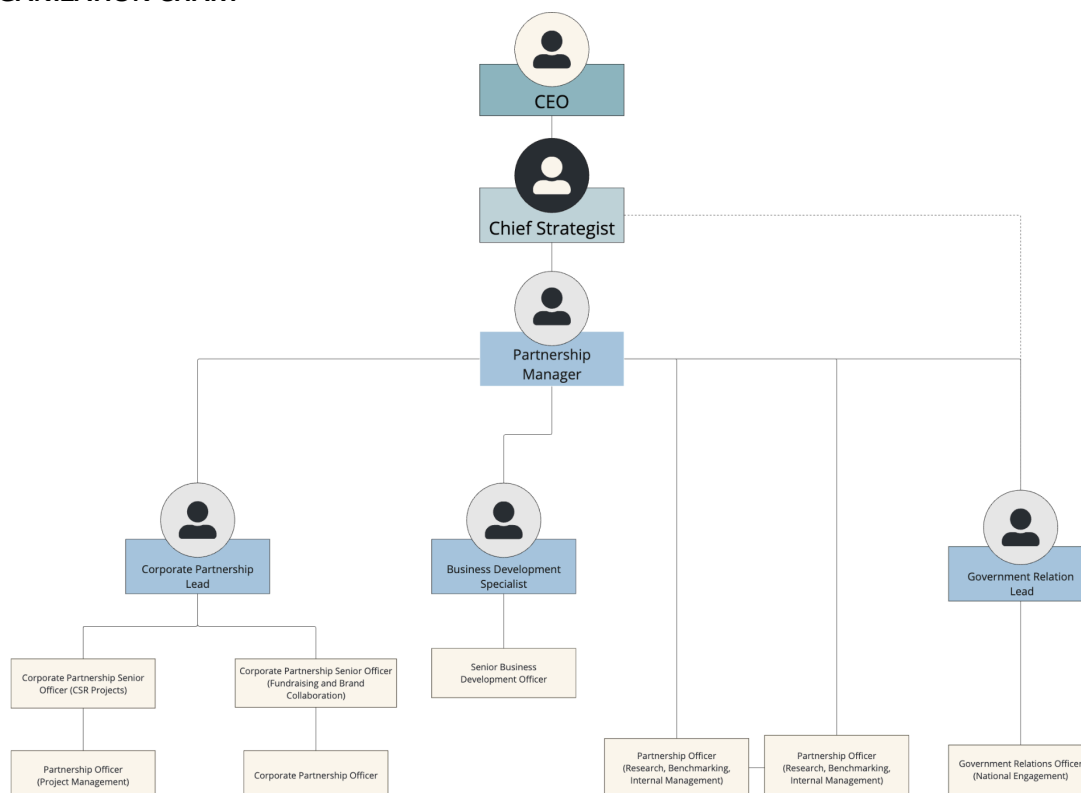


SCOPE OF WORK	
Position	: Senior Government Relations Officer
Department	: Partnership - Strategic Unit
Employee Type : Full-time position, Contract-based 1 year Office-based with occasional field visits as required	Revision Date:
Grade :	

I. SUMMARY OF ROLE

The **Senior Government Relations Officer** is responsible for managing high-level engagement with national and representative of international government agencies, focusing on aligning CISDI's programs with international donor priorities and regulatory frameworks. This role involves navigating national policies, establishing strategic government partnerships, and providing insights into the regulatory environment to support international donor-funded programs.

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

Strategic Engagement and Advocacy

- Support the Government Relations Lead in designing and implementing strategies that align with CISDI's mission and government priorities.

- Build and maintain strategic relationships with national government institutions, international donors, and key stakeholders.
- Advocate for CISDI's interests by navigating regulatory frameworks and influencing policy decisions in alignment with donor-funded programs.
- Lead high-level consultations and collaborative initiatives to align government and donor priorities with CISDI's strategic objectives.

Regulatory and Policy Analysis

- Conduct detailed assessments of national government policies, interests, and regulations relevant to CISDI's programs.
- Conduct legal reviews of health-related regulations at the local level and provide recommendations for improvements or amendments.
- Provide policy updates and regulatory insights to internal teams and donor representatives.
- Provide regulatory insights and policy updates to internal teams and donors to support program compliance and advocacy efforts.
- Draft and review technical guidelines, policy documents, and new regulations in collaboration with national and local government agencies.

Partnership Development and Support

- Identify and foster strategic partnerships with government institutions that enhance CISDI's initiatives and align with donor priorities.
- Collaborate with internal teams (e.g., Project Leads, Grant & Business Development) to ensure government relations strategies align with organizational objectives.
- Act as a liaison between CISDI and government agencies to ensure program alignment with national development goals.
- Facilitate stakeholder engagement and joint learning sessions with government entities to share insights and improve program outcomes.

Documentation and Reporting

- Document lessons learned from government partnerships to refine strategies and enhance future collaborations.
- Develop and maintain records of government partnerships, including compliance documents, MoUs, and progress reports.
- Analyze and report on the effectiveness of partnerships in achieving program and advocacy goals.
- Develop legal-compliance documents checklist for partnerships with government institutions.

V. OUTPUT/MEASUREMENT

- Increase in the number of mapped government agencies.
- Quality and frequency of government engagements.
- Number of established partnership frameworks or MoUs.
- Effectiveness of government-based partnerships in achieving goals.
- Increase in positive stakeholder feedback.

- Number of successful joint initiatives with government partners.
- Growth in CISDI's brand awareness among government stakeholders.
- Improved advocacy outcomes.

VI. QUALIFICATIONS

Minimum Requirements

- **Education:** Bachelor's degree in Law, Public Policy, Political Science, International Relations, or a related field.
- **Experience:** 3–5 years in government relations, public affairs, or related fields (NGO experience is a plus).
- **Knowledge:** Comprehensive understanding of national and sub-national government structures, particularly in health or development sectors.

Required Competencies

- Strong understanding of government structures, policies, and legislative processes.
- Proven ability to navigate bureaucratic systems and engage with high-level decision-makers.
- Excellent communication and negotiation skills, with the ability to influence diverse audiences.
- Strategic thinking and the ability to assess the impact of government policies on organizational objectives.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).