

JOB

Advocacy Intern



Job Title	Advocacy Intern	Probation	0
Location	Nairobi, Kenya	No. of Direct Reports	0
Reports to	Communications and Advocacy Manager	Budget Responsibilities (Y/N)	Y

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We are seeking to recruit the Advocacy Intern. The holder of this role will support the Communications and Advocacy Manager in planning, implementing, and evaluating advocacy strategies and campaigns. He/she will have the opportunity to gain hands-on experience in advocacy within the context of sexual and reproductive health and rights (SRHR).

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission-driven	Client-centred	Accountable	Courageous
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Key Responsibilities

- Support the Advocacy Manager in the development and implementation of advocacy strategies and campaigns.
- Assist in conducting research and analysis on SRHR issues, policies, and best practices.
- Aid in the preparation of advocacy materials, including briefing papers, policy briefs, and presentations.
- Support the organization of advocacy events, meetings, and workshops.
- Monitor and report on key legislative and policy developments related to SRHR.
- Assist in building and maintaining relationships with key stakeholders, including government officials, NGOs, and community organizations.
- Contribute to advocacy-related communications, including social media posts, website updates, and newsletters.
- Provide administrative support to the Advocacy Manager, including scheduling meetings, preparing agendas, and taking minutes.
- Support the coordination, implementation, and monitoring of all assigned project activities as outlined in the detailed implementation plan in line with the project's program quality principles and standards, donor requirements, and good practices.
- Coordinate the planning and execution of technical assistance activities to civil society organizations on the development and implementation of effective advocacy strategies/initiatives or approaches at the national and county levels.
- Work with the project staff to support counties, including planning and coordinating capacity-building activities such as workshops and events.
- Represent MSK in meetings at the county level to forge relations with the Government of Kenya (GOK), community-based organizations (CBOs), other stakeholders, and the community.
- Represent MSK in key technical working groups (TWGs) and strategic forums at the national and county levels.
- Support the team to ensure accurate and timely reporting of all assigned project activities and schedules.
- Support the development of tools, templates, fact sheets, and policy briefs.

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Qualifications:

- A recent graduate holding a bachelor's degree in a relevant field such as Sociology, international relations, public policy, communications or public health or any other.
- Strong interest in advocacy, particularly in the field of SRHR.
- Excellent research and analytical skills.
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.
- Knowledge of advocacy tools and strategies is an asset.

Skills:

- High regard for confidentiality
- Proficient communicator – verbal and written, with exemplary negotiation and presentation skills.
- Demonstrate creativity & initiative and require minimal supervision.
- Must be able to assess and prioritize workload in a strict deadline-driven environment.
- Excellent communicator – both written and spoken
- High level of attention to detail
- Skills in preparing and maintaining records, writing reports, and responding to both oral and written enquiries.
- The ability to interpret, adapt and apply guidelines and procedures.
- Excellent computer skills
- Photography and videography skills
- Graphic design knowledge
- Team player who accepts constructive criticism and is comfortable with giving constructive criticism.
- Ability to work flexibly to meet service needs

Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

Work as One MSI	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.
	You share relevant knowledge, expertise, and resources to strengthen teamwork and prevent duplication of effort.
	You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
Show courage, authenticity and integrity	You hold yourself accountable for the decisions you make and the behavior you demonstrate.
	You are courageous in challenging others and taking appropriate managed risks.
Develop and grow	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
	You manage your career development including keeping your knowledge and skills up to date.
Deliver excellence, always	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
	You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.
Leadership	You inspire individuals and teams, through situational leadership, providing clear direction.
	You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
	You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.

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You articulate a vision of the future which inspires and excites others.

How to apply

Both internal and external candidates who are suitable and qualified should email one document combining an application letter and CV to pd@mariestopes.or.ke on or before **March 28, 2024**. The subject of the email should read **Advocacy Intern**. Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.