



JOB DESCRIPTION FOR THE POSITION OF OFFICER ADVOCACY & PARTNERSHIPS

Job Title : Officer Advocacy & Partnerships
Department: Advocacy & Resource Mobilization
Location : Mumbai, Headquarters
Reports to: Director Advocacy and Resource Mobilization

Objective:

To support research, documentation, training and communications for strengthening the advocacy initiatives of FPA India towards advancing SRHR.

Desirable Qualifications and Experience: Post-Graduate Graduate in Social Work/Health sciences /Public Policy/Political Science with TWO years of work experience. Graduates with Three years of desirable work experience can also apply.

Key Skills: Good Interpersonal skills, An interest in public health, human rights and social development. Ability to develop an understanding of SRHR issues and the organization's position on the issues. Excellent written and verbal communications in English language. Advanced computer literacy across a range of applications including Microsoft Office, Outlook, and web-based applications

Duties and Responsibilities:

- Under the guidance of Director Advocacy and Resource Mobilization, support implementation of advocacy campaigns, meetings, workshops and special sessions for diverse stakeholders and influencers on the importance of SRHR and Gender Equality.
- Conduct political mapping to identify key influencers, opponents and supporters of causes FPA India advocates for
- Assist to write advocacy material, reports and support background research on SRH and rights related issues for building evidence and facts.
- Support the process to form networks, coalitions, consortia with various stakeholders such as development sector donors, Civil Society Organizations (CSOs), private sector, research organizations and academic institutions to mobilize their support for sustainable development initiatives.
- Support the FPA India branches and projects for state, district and community level advocacy with diverse stakeholders, including the private sector, NGOs and

- government institutions, related to advancement of SRH and HIV; gender and rights framework.
- To update the Advocacy MIS of the Advocacy & Resource Mobilization Department on a quarterly basis.
 - To maintain up-to-date documentation of TORs, MoUs, internal memoranda, due diligence documentation to assist advocacy related core programmes and/or donor-funded restricted projects, if any.
 - To collate project reports, case studies and due diligence documentation to support advocacy related project proposals and large open bids.
 - Develop templates for recording and reporting advocacy related case studies, processes and impact.
 - To support development of open bids or invited proposals centred around advocacy for SRHR.
 - To support development of content for digital media communications on related issues.
 - Any other assignment as the Management may assign from time to time aligned to the job description.

Remuneration: Commensurate with experience and qualification

FPA India being a national level organization in the field of Sexual & Reproductive Health & Rights with international network relationships provides best opportunity for personal growth and healthy work atmosphere.

FPA India provides equal opportunity to all without any discrimination. People Living with HIV are encouraged to apply.

FPA India is committed to the safety and protection of children, young people and vulnerable adults. This position may involve interaction with these groups. The Child Protection policy of the Association is to be followed.

Note:

- Applications must be submitted in **the prescribed format by January 15, 2025**, email to hr@fpaindia.org stating the Job title in the Subject line. Only applications received in the prescribed format will be valid and accepted.
- FPA India will only contact and give feedback to candidates who are shortlisted.

Since the headquarters is in Mumbai, those in Mumbai or those willing to shift to Mumbai on their own may only apply.

Apply to:

Director General

FPA India,

Bajaj Bhavan,

Nariman Point, Mumbai – 400021

E.Mail: hr@fpaindia.org