**NOTES**

- Forms must be downloaded from the UCT website: http://www.uct.ac.za/depts/sapweb/forms/forms.htm
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

## POSITION DETAILS

<table>
<thead>
<tr>
<th>Position title</th>
<th>Advocacy and Policy Lead</th>
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<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
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<tr>
<td>Job grade (if known)</td>
<td>PC12</td>
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<tr>
<td>Academic faculty / PASS department</td>
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<td>Academic department / PASS unit</td>
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<td>Division / section</td>
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<td>Date of compilation</td>
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**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager’s manager, all subordinates and colleagues. Include job grades)

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Director (associate Professor)

Policy and advocacy lead

Deputy director (regrading in process)

Admin assistant (payclass 7)

Ad hoc student research assistants

Researcher (lecturer)

Researcher (lecturer)

Senior lecturer (payclass 11)

African manager (payclass 12)

Interns

Content editor (payclass 7)

IT manager (payclass 10)
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**PURPOSE**
AfricanLII builds internet-based law reporting facilities (legal information institutes) for individual countries across the African continent where rule of law challenges are often exacerbated by difficulties in accessing laws, court judgments and governmental policies. AfricanLII is a complex and comprehensive programme that incorporates programme and project management, technology and content management relating to legal information, as well as a very strong advocacy aspect.

To date, AfricanLII has established and maintained legal information institutes in Lesotho, Liberia, Mozambique, Malawi, the Seychelles, Swaziland, Sierra Leone, Uganda, Zambia and Zimbabwe. At least two new LIIs will be established by AfricanLII before the end of 2016.

AfricanLII is a project of the Democratic Governance and Rights Unit.

The Policy and Advocacy Lead will lead the regional development and implementation of policy and advocacy for the DGRU and AfricanLII. The ideal candidate will be a creative and visionary African lawyer who has held senior leadership positions, with the credibility and gravitas necessary to play the ambassadorial role envisaged, and who has a practical experience of legal advocacy in Africa, as well as an understanding of the history, politics and legal systems of the region.
## JOB CONTENT

<table>
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<tr>
<th>Key performance areas (4 – 6) (What)</th>
<th>% of time spent</th>
<th>Activities / Objectives / Tasks (How)</th>
<th>Results / Outcomes (Why)</th>
<th>Competencies needed</th>
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</table>
| Leadership                        | 10 %           | • Maintain and expand DGRU's and AfricanLII's existing networks of cooperation across the region  
• Participate in and present at key conferences  
• Promote the activities of the DGRU and AfricanLII in the region | AfricanLII and DGRU's programmes are well-known and held in high regard across key constituencies in the rule of law sector | Excellent knowledge of African Legal systems, the African judiciaries and the legal profession in Africa  
Ability to network  
Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences  
Fluency in English  
Excellent communication skills - written and oral |
| Strategic Planning and Management | 25% | • Plan and execute strategic activities for DGRU's and AfricanLII's regional advocacy and policy programme  
• Provide strategic analysis on the state of the rule of law for the positioning of the DGRU's and AfricanLII's programmes in Africa  
• Develop and implement strategy for advancing the DGRU's and AfricanLII's goals with key role-players in the judicial and executive branches across AfricanLII's and the DGRU's geographic scope; | The DGRU's and AfricanLII programmes remain relevant and responsive to the rule of law environment in the geography of the programme's scope  
DGRU's and AfricanLII's programmes are well-understood and accepted by key role-players and DGRU partners in the judicial and executive branches  
Savvy political judgment  
Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences  
Management capacity  
Ability to work quickly and efficiently under pressure, in a complex, dynamic and changing work environment, as part of an international multi-cultural team |
| Advocacy, Community and Partner Relations | 60% | Monitor and analyze relevant activity in regional judicial and governmental bodies, and in peer organizations across the region. | The DGRU and AfricanLII teams are informed of policy initiatives in the rule of law sector in Africa. The DGRU and AfricanLII brands, programmes and activities are well-known by rule of law sector actors, as well as DGRU and AfricanLII partners. The DGRU and AfricanLII develop and maintain a complete network of relevant partners. Negotiate and obtain buy-in for key DGRU and AfricanLII initiatives. |
| | | Promoting the work of the DGRU and AfricanLII internationally and across the African continent; | Strong analytical skills; Utmost professionalism, personal integrity and transparency; Proven communication skills with media and donors, advocacy and policy experience, and working knowledge of African and international media and regional and sub-regional organisations; Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences; Fluency in English with proven legal writing and editing skills; Excellent negotiation skills; |
| | | Represent the DGRU and AfricanLII at key professional, governmental or development partners’ conferences, meetings and forums, relevant to the rule of law initiative at the DGRU and AfricanLII’s strategic and policy priorities | |
| | | Develop policy proposals and advocating them individually and in conjunction with allies | |
| | | Communicating with and briefing a variety of Africa-based governmental and non-governmental stakeholders in DGRU’s and AfricanLII’s programmes through in-person meetings, written communications, and telephonically; | |
| | | Briefing AfricanLII’s network of African partners and allies on community development matters through written and electronic media; | |
| | | Providing background information for the DGRU’s and AfricanLII’s external communications and media releases; | |
| | | Participating in social media activities for ROLIA; | |
| Operational and financial management | 5% | • Working with the DGRU’s management team in support of the DGRU's and AfricanLII’s fundraising efforts  
• Plan and identify resources needed to execute the DGRU and AfricanLII's advocacy and policy  
• Compile reports on AfricanLII's and the DGRU's policy and advocacy activities | The DGRU and AfricanLII programmes are adequately resourced and funded.  
Key stakeholders, including funders of the DGRU and AfricanLII, are kept adequately informed of all policy and advocacy initiatives of the Unit. | Management capacity  
Fundraising experience |
## MINIMUM REQUIREMENTS

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<th>Minimum qualifications</th>
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| Minimum experience (type and years) | Experience in developing and executing a programme strategy; experience leading a programme  
• Experienced and knowledgeable in African legal systems, the African judiciary and the legal profession  
• Ability to develop and carry out innovative legal advocacy  
• Proven communication skills with media and donors, advocacy and policy experience, and working knowledge of African and international media and regional and sub-regional organisations;  
• Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences;  
• Fluency in English with proven legal writing and editing skills. Working knowledge of additional languages from the region an asset;  
• Management capacity and the ability to work quickly and efficiently under pressure, in a complex, dynamic and changing work environment, as part of an international multi-cultural team; and  
• Fundraising and outreach activities; |
|-----------------------------------|---------------------------------------------------------------|

Minimum 2 years experience in the minimum experience areas, and minimum 10 years overall work experience.

## AGREED BY

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<tr>
<th>PRINT NAME</th>
<th>SIGNATURE</th>
<th>CONTACT NO.</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Job Holder</td>
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<tr>
<td>Line Manager</td>
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