

# We are looking for Manager-Advocacy

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We are looking for Manager-Advocacy in the CEO's office to support urban policy research and stakeholder communications.

## *What does it take to be a Manager-Advocacy in the CEO's office?*

S/he would possess

1. unlimited passion for transforming our cities over the long-term, particularly in the broad area of city governance reforms
2. academic or professional background in urban policy with at least eight years' professional work experience; broad understanding and exposure to one or more of urban governance and infrastructure, urban planning, development sector/government consulting, project financing and management, climate change and environmental sustainability
3. excellent communication skills, written and verbal
4. detail-orientation across the board
5. ability and willingness to get hands dirty with a bias towards practice and action
6. ability and willingness to work individually without a reporting team on all activities and tasks required to accomplish job objectives
7. systematic and responsive work approach to project management
8. professionalism and experience to engage with a wide variety of government and non-government stakeholders at senior levels
9. reasonable familiarity or presence in social media and orientation to digital
10. ability and willingness to work across multi-disciplinary teams

## *What will s/he really do?*

S/he would

1. undertake internal landscape studies on emerging topics of relevance to Janaagraha's areas of work across urban infrastructure and service delivery, municipal finance, municipal staffing, political decentralisation, transparency and citizen participation, urban economy, climate change and environmental sustainability in cities
2. Based on the above, put together actionable strategy documents and work closely with the Advocacy and Reforms team in Janaagraha to create a roadmap for their implementation
3. create and maintain a database of target stakeholders on Sales Force, draw up communication plan and execute the same
4. closely track contemporary developments in urban policy, and communicate and engage with senior leaders of non-profits, governments and donors through different modes to identify and explore synergies
5. organise convenings and workshops on specific topics to engage specific target stakeholders, with the objective of laying the foundation for further policy reforms in city-systems reforms
6. write opinion pieces on contemporary and emerging issues on urban policy
7. work with communications professionals to put together high-impact communication material to support one or more of the above

**You will be part of a highly passionate, professional and practice-oriented organisation and team, working at the leading edge of city-systems reforms. You will in due course have a chance to actively shape serious conversations and action on the governance of India's cities Are you that person? Please write to me at [sapna@janaagraha.org](mailto:sapna@janaagraha.org)**