



AFRICAN FORUM AND NETWORK  
ON DEBT AND DEVELOPMENT

## **Temporary Cover: Policy, Research and Advocacy Manager The African Forum and Network on Debt and Development (AFRODAD)**

### **ABOUT AFRODAD**

The African Forum and Network on Debt and Development (AFRODAD) was created about 30 years ago as a Pan-African platform and organisation for lobbying and advocating for debt cancellation and addressing other debt-related issues in Africa. AFRODAD has been working to address problems of debt and development in Africa in the following thematic areas: Debt Management, Domestic Resource Mobilisation and International Public and Private Finance (IPPF). AFRODAD is currently looking for a highly experienced professional to cover for the position of Policy, Research and Advocacy Manager for these thematic areas:

**Duration:** 6 Months (Interim Appointment)

**Reports to:** Acting Executive Director

**Supervises:** Policy Officers and Interns

**Department:** Policy, Research and Advocacy

**Duty Station:** AFRODAD Headquarters, Zimbabwe, Kenya (Hybrid/Virtual Work Possible)

### **PURPOSE OF THE ROLE**

To ensure continuity and smooth coordination in the Policy Department at AFRODAD during the temporary absence of the substantive Policy, Research and Advocacy Manager. The interim cover will provide operational oversight, team support, and quality control under the direct supervision and delegation of responsibilities by the Acting Executive Director. The manager is expected to ensure that ongoing projects, donor reporting, and team management proceed without interruption. Hence, this role will focus primarily on operational leadership, reporting, and team support. Manager will fill in as leader, policy expert and provide input to Senior Management decisions where and when required, as well as facilitate coordination across all other teams and units at AFRODAD.

### **KEY RESPONSIBILITIES**

#### **Policy team coordination, oversight, advocacy and influence**

- Provide day-to-day coordination of the activities of the Policy Team as will be directed by the Acting Executive Director
- Ensure timely delivery of ongoing projects and activities
- Facilitate team communication and collaboration across thematic portfolios (Debt, International Public and Private Finance, Domestic Resource Mobilisation)
- Follow-up on agreed actions and alignment with AFRODAD's work plan
- Ensure staff maintain momentum on deliverables in line with approved 2026 work plans
- Coordinate advocacy efforts and campaigns to amplify AFRODAD's messages in African and global policy arenas.
- Support the development of AFRODAD Strategic Planning Process – 2026 to 2030

#### **Coordinate donor and institutional reporting**

- Lead the compilation, review, and submission of donor and project reports, ensuring accuracy, completeness, and timely delivery
- Coordinate with the Finance and MEAL team to integrate narrative and financial reporting components
- Support preparation of brief progress updates for the Acting Executive Director, Board, and management meetings



### **Quality assurance and strategic input**

- Draft, review and edit draft research papers, concept notes, policy briefs, and event reports to ensure clarity, accuracy, for approval in alignment with AFRODAD standards
- Provide input on ongoing advocacy initiatives and events, ensuring coherence with AFRODAD's strategic objectives and communication priorities.
- Work closely with the Communications team to update and maintain the advocacy calendar and provide visibility of AFRODAD's policy work through media and publications

### **Institutional liaison and delegated functions**

- Act as the main liaison between the Policy Department and the Acting Executive Director, ensuring smooth flow of information and decision-making.
- Represent AFRODAD in meetings and events as delegated by the Acting Executive Director
- Support coordination of internal and external partnerships relevant to the Policy Department's work

### **Other roles and functions**

- Support partnerships and fund-raising efforts
- Other responsibilities as will be delegated by Acting Executive Director

### **EXPECTED OUTPUTS**

- Continued progress on ongoing research and advocacy projects
- Smooth coordination of the Policy Team operations
- Regular, well-coordinated policy team activities with clear action tracking
- Timely and quality donors and project reporting
- Smooth communication and coordination between the Policy Department, Finance Team, Communications and Campaigns Team and Executive Office

### **REQUIRED COMPETENCIES**

- Strong understanding of AFRODAD's thematic focus, advocacy priorities and positions
- Proven ability to coordinate teams and manage reporting processes
- Excellent writing, editing, and data synthesis skills
- Strong interpersonal and communication abilities in multicultural settings
- Ability to exercise good judgment, discretion, and accountability under delegated authority.
- Excellent communication and presentation skills, with proficiency in English; knowledge of French or another AU language is an asset
- Commitment to AFRODAD's values of equity, transparency, accountability, and Pan-African solidarity.

### **EDUCATION AND EXPERIENCE**

- Master's Degree or higher in Economics, Development Studies, Political Economy, International Relations, or a related social science.
- At least 6 years of progressive experience in policy research, advocacy, or programme management in the field of development finance, with at least 3 years at managerial or supervisory level.

***If you wish to be considered, please submit your application letter and detailed CV [through this link](#). The closing date is 31<sup>st</sup> December 2025. Only successful candidates will be contacted.***