Animal Health Training and Consultancy Service (AHTCS)

# JOB DESCRIPTION

**Job Title**: Advocacy Officer

**Project** **:** Sustainable Equine Welfare Project (SEWP)

**Level** **:** AHTCS 8th

**Responsible to:**  Executive Director/Project Coordinator

**Location:** AHTCS Office, Kathmandu with frequent travel to project sites and government offices (Working Station may changes as needed)

# Job Summary

**The Advocacy Officer (AO)** will provide strategic leadership in policy, advocacy, and program-related learnings at the federal and local levels. The role will include the development and implementation of advocacy initiatives focusing on animal health, particularly equine welfare, and other thematic areas relevant to the organization. The goal is to enhance political will and commitment towards improving animal welfare policies incorporating equid needs into those policies and sustainable healthcare systems for working animals in Nepal.

The Advocacy Officer will identify key animal welfare forums at the local, provincial and federal levels to ensure that the voices of stakeholders such as veterinarians, animal owners, and communities contribute to the realization of project objectives.

The Advocacy Officer will lead AHTCS's efforts to improve animal welfare policies and veterinary services in Nepal, with special focus on equine health. This role combines field-level veterinary experience with policy advocacy to:

• Develop and implement evidence-based advocacy strategies using AHTCS's project data  
• Strengthen partnerships with government agencies, local municipalities, and veterinary networks  
• Translate practical field challenges into actionable policy recommendations  
• Build capacity of veterinarians, animal health workers, and owners through training programs  
• Represent AHTCS in policy dialogues and contribute to national animal welfare frameworks

realization of the project’s objectives.

Additionally, the role involves packaging research findings and developing effective communication channels for the dissemination of information. Other responsibilities include project documentation, stakeholder engagement, capacity building, and promoting learning and knowledge management within the sector.

# Qualification and Experience

* Bachelor's degree in veterinary science (BVSc&AH) or Doctor of Veterinary Medicine (DVM) or higher and must hold a valid veterinary practice license from the Nepal Veterinary Council (NVC).
* Minimum 2 years of experience in veterinary project management, including planning, monitoring, and reporting for animal welfare or community development initiatives.
* Proven track record in advocacy, policy analysis, or stakeholder engagement (e.g., drafting policy briefs, leading campaigns, or collaborating with government/NGOs).
* Experience in veterinary practice, with basic practice equine health or welfare (e.g., clinical work, field projects, or research) will be preferable.

# Key Responsibilities and Accountabilities:

The Advocacy Officer will be responsible for carrying out the following functions:

## 1. Strategy Development and Implementation (20%)

* Lead advocacy initiatives focused on equine welfare and health management in veterinary services
* Monitor policy reforms, budgetary cycles, and regulatory changes affecting animal welfare at federal/provincial/local levels.
* Develop evidence-based advocacy messages aligned with organizational objectives
* Collaborate with veterinary experts and policymakers to create sustainable equine health programs
* Conduct budget advocacy to improve funding for animal welfare.

## 2. Advocacy and Communications (50%)

* Develop and implement training programs on animal welfare legislation
* Create guides for drafting and implementing animal welfare laws
* Analyze existing local laws and recommend improvements for working animal protections
* Coordinate with government agencies (DLS, federal/provincial/local governments etc.)
* Regular discussions with government agencies and maintain regular feedback sharing mechanism
* Conduct sensitization workshops, engage government stakeholders, and bring the required changes at policy level
* Produce policy briefs, position papers, and awareness campaigns
* Develop emergency response plans for animal health crises
* Create and disseminate research-based advocacy materials (fact sheets, case studies)

## 3. Building Partnerships (20%)

* Establish collaborations with local networks, coalitions, and policymakers
* Represent AHTCS in strategic forums
* Build community partnerships for accountability and capacity building
* Mentor government officials and NGO teams on advocacy strategies

## 4. Program Development & Management (10%)

* Integrate advocacy components into project proposals
* Extract research-based messages for policy influence
* Stay updated on global best practices in animal welfare
* Monitor and evaluate advocacy impact
* Contribute to equine welfare research and program design

## Additional Duties:

* Perform other tasks as assigned by the line supervisor

# Additional required skills and competencies

* Excellent interpersonal and networking skills, with the ability to build strong relationships with diverse stakeholders.
* Strong planning, problem-solving, and analytical skills, with a proven ability to identify challenges and develop effective solutions.
* Self-disciplined and proactive, capable of setting personal goals, evaluating progress, and working independently with minimal supervision.
* Strong judgment and decision-making ability, with a results-oriented approach.
* Exceptional communication skills, both verbal and written, in English and Nepali, for clear and confident reporting and advocacy.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) for documentation, data analysis, and presentations.
* Self-motivated and resourceful, with the ability to take initiative and meet deadlines.
* Leadership and coaching skills, with the ability to mentor and encourage colleagues and community members.
* Deep commitment to AHTCS’s vision, mission, and core values.
* Strong team player, able to collaborate effectively with staff at all levels, including senior management and the Executive Committee.
* Valid motorbike license and willingness to travel frequently to project sites and policy meetings.

**Interested candidates, who meet the above-mentioned criteria, may submit an application along with recently updated CV, name of two references, recently taken passport sized photo, and cover letter with expected salary and benefits no later than 5pm April 13, 2025.**

**The Chairperson**

**AHTCS, P.O. Box 419, Kaski, Pokhara-13**

**Or at email: hr@ahtcs.org.np**