Animal Health Training and Consultancy Service (AHTCS)

# Job Description

**Job Title**: Advocacy Officer

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

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

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

**Location:** AHTCS Contact 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 and welfare, 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 at national and local level, 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 health and welfare policies and veterinary services in Nepal, with special focus on equine health and welfare. This role involves policy advocacy to:

* Develop and implement evidence-based advocacy strategies using AHTCS's project data to achieve tangible policy change for equines in Nepal.
* Build and cultivate strategic partnerships and collaboration with government agencies, local municipalities, and veterinary networks.
* Translate programmatic insights and research evidence from the project into actionable policy recommendations in formats suitable to an audience of policy makers and animal health practitioners.
* Identify and manage suitable channels for the dissemination and uptake of the project’s advocacy and policy recommendations
* Represent AHTCS in policy dialogues and influence national animal health and welfare frameworks in line with the project’s objectives.

Other responsibilities include project documentation, stakeholder engagement, capacity building, and promoting learning and knowledge management within the sector.

# Qualification and Experience

* A Bachelor’s or Master’s degree in Veterinary Science, Animal Science, Livestock Development, Public Policy, Development Studies, Social sciences, or a related field.
* Minimum 3 years of professional experience in animal welfare, advocacy, or policy engagement, preferably with a focus on equine or working animals.
* Demonstrable experience and track record in designing and leading advocacy strategies, policy influencing and stakeholder engagement
* Experience of translating programmatic and research evidence into policy materials suitable for policymakers
* A good understanding of the policy process in Nepal. Desirable: existing contacts within government agencies and local authorities in the livestock sector.

# Additional required skills and competencies

* Excellent interpersonal, and influencing 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.

# Key Responsibilities and Accountabilities:

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

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

* Develop and lead the advocacy strategy focused on equine welfare and animal health by engaging in diverse policy and practice forums. This includes collaborating with key stakeholders such as DLS, Ministry of Agriculture and Livestock Development, Federation of Nepal Brick Industries, Nepal Veterinary Council etc. The strategy will aim to integrate equine welfare into national veterinary protocols, influence humane practice in BK operations ensuring the protection of working equids across all sectors where they contribute.
* Monitor policy reforms, budgetary cycles, and regulatory changes affecting animal welfare at federal/provincial/local levels and identify opportunities for influencing
* Develop evidence-based advocacy messages and materials aligned with organizational objectives
* Collaborate with and influence veterinary experts, policymakers and other stakeholders like ICIMOD, SAIEVAC, GFT, BK owners, BK association, and other civil society organizations to create sustainable equine health programs
* advocate for greater investment in animal health/welfare

## 2. Advocacy and Communications (50%)

* Lead policy influencing of government agencies (DLS, federal/provincial/local governments etc.)
* Develop and cultivate strategic relationships with government agencies and other key stakeholders
* Conduct sensitization workshops, engage government and other 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)
* Additionally, the role involves packaging research findings and developing effective communication channels for the dissemination of information.

## 3. Building Partnerships (20%)

* Establish collaborations with local networks, coalitions, and policymakers
* Represent AHTCS in strategic policy 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

## Additional Duties:

* Perform other tasks as assigned by the line supervisor

Interested candidates, who meet the above-mentioned criteria, 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 May 28, 2025.

The Chairperson

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

Or at email: hr@ahtcs.org.np