

**Title:** Policy Manager, DIAL

**Supervisor:** Mary Jo Kochendorfer, DIAL

**Status:** Consultant, Part -Time (50% Level of Effort)

**Closing Date:** Open until filled

**Job Location:** Sierra Leone

Applicants should submit their cover letter and resume to:  
[DIALOpportunities@digitalimpactalliance.org](mailto:DIALOpportunities@digitalimpactalliance.org)



*This position description is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.*

## Position Overview

Policy Lead, DIAL will lead DIAL' country policy and Responsible Data Use (RDU) work around digital strategy development and implementation work for digital transformation. S/he will gather evidence around the policy agenda to illustrate the multiple facets of technology issues to advance evidence-based policy development; develop policy strategy, tools and materials needed to secure the support of policymakers, advocates and champions and develop a strategy for the project's responsible data use and work with the Country Lead to incorporate it into the implementation roadmap. S/he will serve as the subject matter expert on policy and implement best practices related to national digital transformation and responsible data use.

Policy Lead, DIAL must have a track record in Information, Communication and Technology (ICT), policy, advocacy and development work and be ready to work collegially and efficiently with internal and external colleagues. DIAL is a donor-funded program hosted within the UN Foundation, and is based in the UN Foundation's office.

## Essential Functions

- Conduct research on and analyze policy environment in the country to identify gaps/ where new policies are needed to advance digital transformation in the country.
- Raise the visibility of challenges/issues relating to digital transformation in the country e.g. through papers, blogs etc. to raise awareness.
- Identify and engage policy makers/decision makers across policy development process to motivate political will on policy issues.



- Support decision-makers in crafting policies based on the gaps identified by the landscape assessment and/or prioritized by the government.
- Conduct or facilitate capacity building activities (e.g. workshops) based on government needs assessment. Potential areas include govt/partner advocacy skills and plans, RDU practices, management and coordination capacity.
- Document lessons learnt on policy and data issues, with a focus on data governance and policy, as it relates to a country's digital transformation journey
- Support MEL plan development on how to define and assess effectiveness in advocacy and policy issues.
- Collaborate with colleagues and prioritized external stakeholders to achieve project goals.
- Develop curated advocacy agenda and plan for country & regional champions to facilitate dissemination of key policy positions, learnings and knowledge products (e.g. Leadership briefs) with the goal of advocating for digital transformation.
- Coordinate with the Policy Team to incorporate best practices and lessons from the global ecosystem and share out key insights and findings from the country's digital transformation journey.
- Serve as a subject matter expert and spokesperson to the DIAL integrated delivery team and partners on responsible data use, key drivers and challenges of national digital transformation.

Any other duties as assigned

### **Selection Criteria**

- Excellent communication skills (spoken and written), including the ability to convey complex technical concepts both orally and in writing in a clear, concise manner.
- Ability to organize, plan and implement work assignments, manage competing demands and work under the pressure of frequent and tight deadlines.
- Experience working with the Government of Sierra Leone
- Good interpersonal skills and the ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Individual should be detail-oriented, creative, inquisitive, committed and self-motivated. Ability to work under pressure and handle stress.
- Strong conceptual and analytical skills demonstrated problem solving abilities and experience in facilitating multi-stakeholder discussions in virtual and in person settings.
- Experience with creating and/or implementing advocacy plans/campaigns.
- Fluent in English and proven writing skills, good working knowledge of French will be an advantage.
- Ascribe to DIAL's values of Commitment, Collaboration, Empowerment, Courage and Thoughtful Action.
- Ability to meet regular attendance/tardiness policy.
- Technical expertise and knowledge around responsible data practices, data management, applicable regulation and ethical issues related to the use of data in public policy would be an advantage.

- Experience conducting risk-benefit analysis of digital projects.