

Southern Voice Terms of Reference

Policy Officer

Location: Remote

Start date: May 18, 2026 (earliest convenience)

Duration: **Three months probation**, for a one-year consultancy contract with the possibility of renewal based on performance.

Salary: USD 2,000 - USD 2,200.00

Application deadline: April 30, 2026. We will be reviewing applications on a rolling basis and encourage interested candidates to submit theirs at their earliest convenience.

The Policy Officer should be available for at least five overlapping hours with UTC+2 office hours (9 am–5 pm).

I. About the role

The Policy Officer (PO) will provide analytical, drafting and coordination support to the Director of Global Policy. The role reinforces Southern Voice's ability to position Global South perspectives in global political arenas by contributing to policy intelligence, preparing policy content drafts, and supporting policy engagement processes.

The PO will be part of Southern Voice Secretariat's dynamic team, actively supporting the network's mission to be recognised globally as an impactful Global South network of think tanks and evidence hubs.

II. Key responsibilities

Policy research & analytical support

- Track global policy debates, emerging themes, and priorities relevant to the Global South.
- Conduct background research on global forums (UNGA, HLPF, G20, COP, IMF/WB, regional summits) to support the Director's strategic scanning.
- Prepare background notes, actor maps, issue briefs, and draft talking points for the Director of Global Policy.
- Conduct targeted stakeholder research and mapping to support influence pathways.
- Maintain and update the **policy stakeholder database**, including global actors, institutions, and thematic entry points.
- Maintain updated information on global forums (UN, G20, COP, WB/IMF, etc.) to support the Director's strategic mapping.
- Compile relevant materials post-engagement (summaries, notes, follow-up items) to use as inputs for the preparation of messaging for global engagements.

Knowledge translation support

- Draft initial versions of:
 - policy briefs (Director sets initial outline),
 - advocacy notes,
 - concept notes,
 - joint statements
 - agenda-setting summaries
 - background documents for global forums, among others.
- Synthesise research outcomes from the Research initiatives and SV network knowledge contributions into clear, accessible policy-oriented language.
- Prepare structured outlines or summaries to support the Director's narrative-building.
- Assist the Director of Global Policy Engagement in generating inputs for talking points, policy messages, and influence content.
- Support the Director's activities to apply participatory methodologies among the members.
- Collaborate with the Communication team to ensure accurate dissemination of policy content (policy → content; comms → visibility/branding).
- Maintain and update the repository of policy products and institutional memory.

Policy engagement

- Draft agendas, guiding questions, and preparatory notes for policy dialogues, high-level interactions and SV initiatives (e.g. roundtables, project committee meetings, funder meetings, among others).
- Prepare background briefs on participating stakeholders and thematic issues.
- Support documentation and synthesis of discussions (summary notes, takeaways, follow-up recommendations).
- Coordinate internally with:
 - Network Office, when member participation is needed (no direct member coordination unless instructed)
 - Central Coordination for timelines and logistics
- Support the registration and reporting of relevant policy-related information and activities through SV channels (Slack channels and AT).
- Support the drafting of funding proposals (content inputs only, no budgeting or contracting).
- Prepare factual and narrative inputs for donor reporting related to policy influence.

III. Requirements and qualifications

Candidates should be highly organised, professional, execution-oriented, and strongly motivated by global policy engagement and international cooperation. The role requires a strong capacity to translate SV's policy priorities into clear, consistent, and well-structured analytical and knowledge outputs, ensuring high-quality and timely support to the Director of Global Policy.

The PO combines skills in policy analysis, synthesis, and strategic communication. The position is key to ensuring institutional continuity, the quality of policy inputs and outputs, and the effective preparation and follow-up of Southern Voice's engagement in global policy spaces.

- Bachelor's degree required in International Development, International Relations, Political Science, Economics, or related field. A specialised coursework, certification or master's degree in global governance, international development, or public policy is a plus.
- Proven experience of at least 2 years in policy research, analysis, or advocacy within international development or global policy spaces.
- Proven experience in producing policy-relevant written outputs and/or conducting stakeholder mapping and policy analysis.
- Solid understanding of global development agendas and debates relevant to the Global South.
- Experience in a Global South think tank, research network, and/or international NGO (**Desirable**).
- Competence in using coordination tools (e.g., Google Workspace tools and Slack) and maintaining an activity calendar and planning (**Desirable**).
- Strong intercultural communication skills to interact and coordinate effectively with diverse stakeholders, in different cultural contexts and time zones.
- Excellent written and verbal communication skills for day-to-day coordination and drafting policy materials.
- Proactive, organised and solution-driven profile capable of working in autonomy, maintaining a strategic alignment and working closely with the Director of Global Policy and the Secretariat team.
- Strong written and spoken English skills are required. Fluency in other languages is a plus.

IV. Duration, working conditions and requirements

- This is a full-time, remote position with a three-month probationary period. The initial contract will be for three months and will be extended until December 2026 upon successful completion of the probation period. There is a possibility of extending for another year, subject to funding availability and performance.
- The PO will report directly to the Director of Global Policy.
- Availability to work and attend meetings in the UTC+2 time zone is essential, with at least five hours overlapping office hours (9 am to 5 pm).

V. Application process

Interested candidates should complete [this form](#) by April 30, 2026, at 12:00 pm CET. You must upload to the form a 2-page CV and a 1-page cover letter (all in English).

Requirements for cover letter:

- (1) Why you're right for this job;
- (2) show a clear understanding of our work;
- (3) It must also include a paragraph detailing why you are a good fit for this position and how your experience would support the work of Southern Voice.

If you have any queries, do not hesitate to ask at admin@southernvoice.org with the SUBJECT "Policy Officer Application" **Applications will be reviewed on a rolling basis, and we encourage interested candidates to submit their applications promptly.**

We actively encourage candidates from the Global South to apply. Valuing the diverse perspectives and experiences they bring, we are committed to maintaining a workforce that reflects this rich diversity.

VI. Evaluation and selection process:

Candidates will be evaluated based on their qualifications, experience, a practical test and an interview. **Only shortlisted candidates will be contacted.**

This TOR provides a broad overview of the Policy Officer role. Specific tasks and responsibilities may be adjusted based on the evolving needs of Southern Voice and our initiatives.