



Job Description - PWYP Information and Advocacy Officer

Open Society Foundation-London (<http://www.osf-london.org> (part of the Soros Foundations Network) is a UK registered charity based in West London which aims to promote good citizenship and democratic governance, the advancement of education about human rights and elimination of racial and religious discrimination, the advancement of education in humanities and social sciences, and the advancement of education in journalism and reporting in other media. Open Society Foundation-London hosts the international secretariat of Publish What You Pay.

Publish What You Pay (PWYP) is an international coalition of civil society organisations working in over 50 countries calling for the mandatory disclosure of company payments and government revenues from the oil, gas, and mining sector. The coalition also calls for the disclosure of licensing arrangements and extractive industry contracts. Through these measures, PWYP aims to help citizens of resource-rich developing countries hold their governments accountable for the management of revenues from the oil, gas and mining industries. Natural resource revenues are an important source of income for governments of over 50 developing countries, including Angola, Indonesia, Kazakhstan, Nigeria and Venezuela. When properly managed, these revenues should serve as a basis for poverty reduction, economic growth and development rather than exacerbating corruption, conflict and social divisiveness. The campaign was launched in 2002 by organizations including Open Society Institute, Global Witness, CAFOD, Save the Children UK and Transparency International. For more information see: www.publishwhatyoupay.org

Job purpose: The PWYP Information and Advocacy Officer will assist the PWYP International Coordinator in coordinating and implementing campaign plans and managing communications and information resources for the PWYP international coalition.

Responsibilities:

- Support the PWYP International, Regional, National Coordinators and members with creating and implementing campaign plans around PWYP international advocacy priorities.
- Support the PWYP International Coordinator where needed through representing the campaign in meetings with government, investors, industry etc.
- Provide research and drafting support to PWYP International Coordinator for advocacy-related materials and position papers.
- With member organisations, develop and implement a media strategy for advancing advocacy objectives, which would include drafting PWYP press releases, public statements, policy papers/positions, letters and other communications on behalf of the global coalition.
- Monitor media coverage of PWYP around the world and disseminate to the coalition.
- Build and manage press lists.
- Support the PWYP Programme Officer in responding to requests from members and disseminating relevant internal tools and resources for coalition members.
- Support the PWYP Programme Officer in producing relevant tools and resources, including campaign toolkits and best practice guidelines, for coalition members.
- Manage and administer internal/external PWYP email list-serves.
- Organise PWYP conference calls, record and disseminate minutes.
- Produce PWYP global newsletter, 2 to 3 times a year.
- Create and maintain international/national coalition databases and contact lists.
- Manage, administer and enhance the PWYP website and resource centre.
- Develop PWYP leaflets / posters / materials as needed.
- Prepare presentations and communicate information about PWYP to various audiences, e.g. relevant conferences.
- Manage translations of PWYP communications, documents and policy papers via contracted translators.

Experience & Skills:

- Proven work experience in the relevant areas outlined above.
- Familiarity with the global resource revenue transparency movement.
- Familiarity with the basic structure and operations of the extractive industries, the corporate sector and international finance institutions.
- Experience in new media planning, website management (including basic HTML and experience using Content Management Systems) and online campaign development.
- Thorough understanding of the global media market and of the requirements of different kinds of media.
- Excellent interpersonal skills and ability to listen and communicate complex information both orally and in writing to a range of audiences;
- Good analytical and organizational skills;
- Fluency in English and proficiency in another language, preferably French, Spanish or Portuguese.
- Ability to liaise with individuals and groups from diverse backgrounds and within a team environment;
- Ability to travel for work and meet strict deadlines plus a willingness to work long hours.

To apply:

- Please send a short covering letter (with ref: **PWYP INFO-OSF**) in the subject line), your CV and a statement describing, as specifically as possible, your relevant experience and skills to: recruitment-london@osf-eu.org by the **29th October 2008**.

START DATE: January 2009

OSF OFFER:

- Benefits package including medical and dental insurance, travel insurance, life and disability insurance and a private pension scheme (after the first full year of employment)
- 20 days annual leave per annum plus all public holidays.

Salary: In the range of **£27,000** – Depending on experience.

Please note:

Due to the large volume of applicants expected – only those candidates selected for interview will receive notification.

Open Society Foundation is an equal opportunities employer