



## **Job Description - PWYP Programme 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](http://www.publishwhatyoupay.org)

**Job purpose:** To support and help facilitate the PWYP campaign through coalition building and outreach reinforcement of national coalitions, and capacity-building for members.

### **Responsibilities:**

- Outreach to encourage participation by civil society organisations in PWYP campaign by liaising closely with PWYP member organisations, donors and international partners and helping to organise outreach workshops;
  - Particular focus on Asia-Pacific, Latin America and Middle East/North Africa as new regions for PWYP engagement.
- Support and respond to new members and disseminate relevant tools and resources, including campaign toolkits and best practice guidelines for coalition members, so they are fully involved in the campaign.
- Facilitate the ongoing consolidation and re-enforcement of existing national coalitions;
  - Particular focus on thematic issues for southern members as well as the reinvigoration of coalitions in Europe.
- Support and advise coalition members and national coalitions on work plans, PWYP projects and activities, donor relations and fundraising.
- Support the good governance and effective functioning of national coalitions, i.e. advising coalitions on internal governance/management mechanisms and helping to mediate conflicts and disputes within coalitions and identifying needs for new policies/refinements.
- Maintain regular contact with coalition members, national coalitions and regional networks;
  - Provide regular updates with relevant information from national coalitions and members to PWYP International Coordinator and PWYP Information and Advocacy Officer.
  - Provide regular updates to national coalitions and members regarding relevant PWYP policies and action points
- Organise campaign seminars/workshops and strategy meetings to promote, support and strengthen coalition members and national coalitions.
- Work with national coalitions and coordinators to develop and implement a PWYP civil society protection strategy for activists, in consultation with other partners.

- With other members, and where required, help facilitate inter-coalition exchanges, peer-to-peer learning and capacity-building, within and across regions.
- Help organise events including seminars and training modules on resource revenue transparency and the PWYP campaign.
- Liaise, wherever necessary, with donor agencies to mobilise financial and technical support for PWYP member agencies and national coalitions and for specific PWYP events.
- Help coordinate ongoing capacity-building efforts by various providers (international partners, donor governments, World Bank etc.)
- Work with PWYP staff and coalition members to document and publish local and regional success stories.
- Assist PWYP's International Coordinator in developing materials that effectively relay the PWYP impact to specific audiences, including donors and the media.

### **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 and understanding of civil society network building and outreach activities.
- Experience working within complex coalitions and addressing issues of internal governance and management, dispute resolution, and fair and transparent decision-making.
- Demonstrated ability to deal – independently and as a team member – with a wide range of people, situations and languages.
- Excellent inter-personal skills and ability to work collaboratively on a wide range of issues.
- Ability to patiently and diplomatically forge consensus between diverse stakeholders on campaign issues.
- Excellent organisational skills and ability to manage a complex workload and deadlines.
- Excellent communications, writing (including editing) and presentation skills.
- Excellent written and spoken English and proficiency in another language, preferably Spanish, Portuguese or Russian.
- Ability to assimilate and understand complex technical data.
- Highly effective administration skills including computing, word processing and internet use.
- Pro-active, fast-thinker, and able to work with minimal supervision.
- 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 PO - OSF**) in the subject line, your CV and a statement describing, as specifically as possible, your relevant experience and skills: [recruitment-london@osf-eu.org](mailto:recruitment-london@osf-eu.org) by the **29<sup>th</sup> 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 **£30,000** – 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