



Job Description: Policy Advisor

Location: Sierra Leone

Position: Full-time

Position Supervised: The Policy Advisor reports to the Country Director, with dotted line technical reporting to the Policy Director

About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure these changes are durable, we form deep local partnerships that inform our work at the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems but solve for tomorrow's.

Position Summary

This position is responsible for supporting policy research, development, implementation and evaluation of policies and strategies to address health challenges and barriers to achieving equitable access to high quality health services and sustainable improvement in health outcomes. The Policy Advisor works with Seed partners including the government, private not-for-profit organizations, private for-profit entities, and development partners to help create effective evidence-based policies that meet the national and organizational goals, solve challenges, and advance transformation of the health sector to achieve national goals and global commitments. The responsibility involves collaborating with stakeholders, conducting analysis, and forecasting resource requirements, and ensuring alignment of policies and strategies with legal frameworks and health needs.

The Policy Advisor is essential to help shape the development and strengthening of health systems, that are resilient and address evolving health needs, helping Seed, government and other partners better respond to current and future health challenges.

Duties and Responsibilities

Research and analysis

- Analysis of routine health system and health data, case studies and stakeholder feedback to understand health system challenges and context
- Review and evaluate the effectiveness of existing HRH related policies, regulations and guidelines and identify areas for improvement.
- Carry out HRH analysis to determine health care worker numbers, costs, distribution, projected requirements, and related policy issues.
- Conduct targeted research on HRH and climate change's impact on health to support evidence-based decision-making.
- Review and evaluate the climate and health systems related policies, regulations and guidelines and help to identify areas for improvement and appropriate intersection with Seed's work.
- Lead the development of key policy position papers and scientific publication on relevant policy issues in the country.

Policy Development

- Collaborate with MOH and other stakeholders to draft policy proposals, reports, and strategy documents to address identified issues in HRH, health system strengthening and/or climate change and health in country context
- Collaborate with government counterparts, partners, experts, stakeholders, and communities to develop realistic and implementable policy solutions
- Help ensure policies are aligned with relevant regulations, national realities, and priorities

Stakeholder Engagement

- Attend government technical working group (TWG) and other policy level engagement meetings on behalf of Seed Global Health
- Work with government, HRH leaders, private sector representatives and PNFP to gather input and build consensus on HRH and other health system needs for urgent action • Convene and participate in relevant forums for dialogue and public engagement to understand diverse health workforce perspectives and needs
- Support country efforts and priorities in climate and health investments, evaluation and advocacy with specific attention to adaptation and resilience, health system strengthening and workforce.
- Communicate policy goals, potential impacts, and benefits to foster support and understanding.

Implementation, Monitoring and Evaluation

- Collaborate with MOH and stakeholders to track implementation and effectiveness of policies over time, using key performance indicators
- Identify the need for and support adjustment of policies based on evaluation results, current information, or changing circumstances to ensure ongoing relevance.

- Translate policies into implementable plans for Seed and partners, and monitor implementation
- Report on policy impacts and progress to stakeholders, and support updating of strategies as necessary

Communication and advocacy

- Conduct stakeholder mapping and engagement for health workforce support • Present research findings, policy proposals, and recommendations to government officials, boards, or other decision-makers
- Building HRH investment case based on analysis and evidence synthesis to be presented to the government, development partners and Seed Global Health
- Work with the communications and advocacy team to disseminate research findings and produce advocacy materials for Seed audiences.
- Advocate for policy adoption by highlighting benefits and actions to achieve a well performing health workforce and/or critical investments in climate and health

Qualifications, Experience, and Competencies

- Master's degree in health planning, policy, and management; or Public Health or Business Administration or in other relevant fields.
- 10 + years of Experience working with the government, five of which should be at senior management/policy level
- Demonstrable experience in working with diverse partners and stakeholders including government, private-for-profit sector, private-not-for profit sector, Civil Society, and development partners
- Demonstrable skills and experience in project management
- Demonstrable experience in research design, execution, data analysis, documentation, and dissemination of findings to diverse audiences.
- Analytical and research skills
- Writing and documentation skills
- Critical thinking skills to be able to assess complex problems and develop comprehensive policy options and strategies
- Communication skills to be able to present ideas clearly to diverse audiences • Adaptability and resilience to be able to navigate evolving HRH challenges and shifting priorities
- A deep understanding of health systems, challenges, and opportunities in respective countries
- Understanding of the Climate change and Health space

Working Conditions

- Position is based in: Sierra Leone
- Full-time position - required to work at least 40 hours a week.
- Fast-paced environment with tight deadlines
- Collaborative team setting
- 50% of local travel is required.
- Must be able to travel internationally as needed.

- Will be required to sit/stand for up to eight hours per day.

Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, retirement and vacation, sick time, birthday day off, annual pay increase, and professional development benefits.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.