

Posting Description

The Fellowship programme will have up to ten new postings. Recruitment for each posting is driven by demand articulated by host Governments, which provide specific Terms of Reference for each Fellow.

The posting description below reflects a variety of requests received from different host Government ministries. Please note that this is a compilation of requests; not every ministry requires support in all of these areas.

Responsibilities

Fellows will be asked to perform a variety of tasks while in their post, some technical, some administrative. Examples of the types of work expected of the Fellow include the following:

- Coordinating and supporting various specialist consultants that may be providing advice to the Ministry;
- Analysing complex contracts;
- Contributing to procurement processes and contract management;
- Drafting contracts, memoranda of understanding and regulations;
- Providing inputs to drafting Public Private Partnership (PPP) policies, and conducting research on possible accompanying legal frameworks;¹
- Facilitating capacity building in areas requested by the Ministry and where you observe clear gaps: from providing training or tools on how to review complex commercial contracts to side-by-side learning achieved through team work (e.g. working with colleagues to utilise track changes function in Word or refining drafting and formatting skills);
- Assisting with Environmental Impact Assessments, particularly relating to disputes and appeals;
- Providing support to Ministerial teams that are negotiating and implementing agreements, including: a) regional harmonisation agreements, laws, and policies, b) international environmental agreements (e.g. climate change and biodiversity), c) investment agreements with the private sector, d) bilateral agreements with other governments.
- Acting as a liaison between the Ministry and other government departments and line ministries;
- Assisting on advocacy and information dissemination on legal aspects pertaining to line ministry activities;
- Reviewing existing policies and proposed legal instruments or tools to support the Ministry in their implementation;

¹ Given the increasing prominence of PPPs as a vehicle to fund development projects across Sub-Saharan Africa, there has been an expressed demand from more than one participating government for Fellows with experience and knowledge in this area.

- Providing ad hoc legal advice to the Minister, PS and directors in response to both internal and external requests;
- Providing technical drafting input to a range of legislative instruments including laws, regulations, and ministerial orders and well as contracts and memorandums of understanding;
- Undertaking sector-specific legal research and analysis, often of a comparative nature, to inform policy development and or legislative drafting (e.g. regarding pharmaceutical sector reform, or regulation of private schools).

Qualifications and experience

Governments have a broad range of demands, and so we are looking for a range of profiles to best fit each Fellowship posting. Below is a general guideline of the qualifications and experience required for an Oxford Policy Fellow:

- Undergraduate or graduate qualification in law, or otherwise a qualified lawyer;
- Master's degree in other relevant discipline (international development, political science, international relations or related field) desirable;
- Experience in commercial law and/or private international law practice desirable for some postings;
- Experience in environmental law and climate change law desirable for some postings;
- Experience in trade law desirable for some postings;
- Experience in health law desirable for some postings;
- Experience in education law desirable for some postings;
- Demonstrable experience with legal analysis and drafting;
- Previous experience working in public policy and capacity building desirable;
- Strong interpersonal and team working skills. Ability to work closely with local counterparts and develop good relationships in an international and multi-cultural setting;
- Ability to work independently and proactively;
- Experience in developing countries and/or transitional economies desirable;
- Demonstrated understanding (either from previous work experience or study) of key issues in international development, including an understanding of overseas development assistance, desirable.
- Excellent research, IT and coordination skills.
- Fluency in a language other than English is a plus.

Accountabilities & Remuneration

In all cases, the Fellow will be accountable to their host Government ministry and their line manager in Government. In all cases Fellows will be expected to contribute to the Fellowship's monitoring, evaluation, and learning framework through regular reporting procedures.

Inclusive of contributions from host Ministries, Fellows will receive a total salary of £26,000 a year, plus a housing allowance and, airfare to and from the posting.