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# Example of Policy Advisor Job Description

Our innovative and growing company is looking for a policy advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for policy advisor

* Provide technical and policy assistance to the national project teams as needed
* Support mobilization of resources for the programmes in the three pilot countries
* Build partnership, including through advocacy, in support of the flagship programmes theory of change
* Identify and respond to capacity development needs, in conjunction with national programmes
* Identify, develop, and manage relationships with an active roster of internal and external advisors, technical assistance providers, and consultants to support national and regional programme implementation
* Work with regional development banks and other stakeholders to promote gender responsive financing instruments
* Identify opportunities to promote intra-regional trade between women farmer cooperatives and producer organizations and private and public enterprises
* Support national monitoring and evaluation, including quality assurance
* Keep up-to-date with research, policy, and programmatic developments on land, climate-resilient agriculture, financing, as related to gender equality and women’s empowerment
* Manage knowledge, by collecting and disseminating good practices and successful approaches at national, regional, and international levels through a community of practice in conjunction with UN Women’s Policy and Communications Divisions, and empowerwomen.org

## Qualifications for policy advisor

* Recommend and implement capacity increases
* 6+ years of experience in healthcare operations, within claims, claim support (coding), audit (FWA/SUI), or network management and operations
* Consultative and customer facing skills required
* ClaimCheck knowledge/experience - MUST HAVE
* Strong Medical Policy experience required
* Coding/billing experience from the industry