

Job Description: Project Coordinator & Engagement Officer

Reports to: Parliamentary Engagement Manager
Executive Director (DWF)
Senior Programme Manager Africa (WFD)

Location: Johannesburg

Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) is an organization committed to empowering citizens with the tools to make democracy work. In partnership with Westminster Foundation for Democracy (WFD), DWF has recently been awarded a contract for the EU program: *Enhancing CSO Participation in Legislatures' Oversight and Participation Processes*. The main objective of the program is to strengthen the capacity of local Civil Society Organisations (CSOs) and provincial government to engage effectively on two critical development themes (Safety and Security, and Health) in three selected provinces: the Northern Cape, North West, and Limpopo.

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID) specialising in parliamentary strengthening, political party development and elections support. It does this primarily by supporting the development of parliaments, political party structures and civil society organisations.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to Asia and Middle East and North Africa in recent years. In 2012, the organization celebrated its 20th anniversary – a year in which it's set to greatly increase its role and impact as a world leader in supporting the development of democracy. For more information, please visit www.wfd.org

Position Summary

The Project & Engagement Officer will be responsible for the planning and implementation of the project including working with co-applicant and CSO project beneficiary organisations. The role will provide administrative and logistical support in organising various events and meetings with relevant stakeholders. The role will also require preparing and disseminating project documentation, assisting in the preparation of the narrative and financial reports, collecting monitoring and evaluation data and communicating project successes and achievements.

This role requires 75% commitment and is a fixed term contract until the end of the project in August 2020.

Areas of Responsibilities <i>(Please list the key responsibilities for this role)</i>	
Programme Implementation	<ul style="list-style-type: none"> • Preparation for activities undertaken including: administrative support, logistics, contracting suppliers, procurement, briefings, monitoring forms, etc. • Coordination of activities to ensure high quality delivery including: relations with experts and suppliers, solving issues as they arise, expenditure tracking, etc. • Follow-up on activities to ensure delivery of expected results (outputs) including: monitoring key indicators to identify changes, finalising financial matters, reporting, gathering recommendations from experts, formulating recommendations to inform future activities and planning, etc. • Meet with all stakeholders to ensure that the activities meet the programme and beneficiary requirements. • Establish relations with key stakeholders. • Preparation of activity agenda, and materials • Liaison with parliaments and other stakeholders in preparation for an activity
Financial Management	<ul style="list-style-type: none"> • Develop activity budgets • Work with manager to identify and secure key participants for activities and negotiate rates • Ensure finance is provided with all costs and procurements relating to delivery of activities • Develop activity reports on conclusion of activities.
Risk Management	<ul style="list-style-type: none"> • To properly apply DWF/WFD's risk management policy and procedures in their areas of responsibility and to assess and manage risk appropriately • To ensure that an appropriate system of risk management is maintained and to escalate matters of 'high risk' to relevant peers and the WFD Program Manager
Monitoring, compliance and report management	<ul style="list-style-type: none"> • Monitoring and evaluation of programme activities to capture lessons learned and inform future activities; contribute to research and analysis of new opportunities. • Prepare quarterly, ad-hoc and final reports for authorized internal and external audiences.

	<ul style="list-style-type: none"> Tracking recommendations, follow-up actions and impact resulting from activities.
Other	<ul style="list-style-type: none"> Records management: <ul style="list-style-type: none"> Maintain all program related records for general audit purposes Undertake organizational responsibilities as assigned

Job qualifications

- Minimum Honours level in a relevant discipline e.g. International Development, political science, project management or administration. A higher post-graduate degree in a relevant discipline is desirable.
- A sound understanding of the South African parliamentary system, constitution, and political background
- Good understanding of Public participation processes in the SA context.
- Excellent written and oral communications skills in English, necessary to produce proposals and reports and to present to donors, local partners and other stakeholders as required
- IT skills (eg Microsoft Office applications, social media)
- Understanding of the United Kingdom parliamentary system and political background desirable.
- Proven experience of programme monitoring and evaluation methodologies including logframes, developing case studies
- Thorough understanding of financial management, numerical competency; experience of managing budgets and financial transactions
- Confident communication in local languages relevant to the program areas

Experience

- At least four years' experience in a similar role, with demonstrable experience in program management.
- Proven experience/knowledge of the civil society / public sector / international representative office / NGO

Other skills and behaviours

- Ability to work independently and be self-motivated
- Excellent interpersonal and communication skills
- Good networking skills and ability to establish contacts.
- An understanding of and affinity with DWF's vision, mission and values.

Specific job constraints

- Preferred candidate must be a South African citizen or permanent resident, be in possession of a valid work permit for work in South Africa or refugee with permission to work in South Africa.
- Must be in possession of a driver's license valid for South Africa.
- The working language of the Southern Africa office is English.