

## Job Description: Parliamentary Engagement Manager

Reports to:	Executive Director (DWF)
Matrix reporting to:	Senior Programme Manager Africa (WFD)
Location:	Johannesburg
Contract type:	Fixed Term Contract

Democracy Works Foundation is an organisation 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](http://www.wfd.org)

### Position Summary

The Parliamentary MPL Engagement Manager will play a facilitation role between the MPLs committees and staff and the CSOs. He/ She will be responsible of reporting, contracting consultants and managing the programme outputs and supporting the alignment of Parliamentary and CSOs interests, and provide relevant information exchanges. The position will also spend 25% of time representing and supporting WFD.

This is a fixed term contract until the end of the project in August 2020.

### Areas of Responsibilities

*(Please list the key responsibilities for this role)*

<p><b>Implement and manage the program described in the program description to budget, on time and in compliance with DW and donor requirements</b></p>	<ul style="list-style-type: none"><li>• Develop workplans, identify partners, organise training and events, and in general ensure that the program objectives are effectively and efficiently realized.</li><li>• Lead the monitoring and evaluation process, track and document program activities and their impact.</li><li>• Identify in a timely manner adjustments that need to be made in order to achieve program objectives, and ensure that the necessary steps are taken to make these adjustments.</li><li>• Establish the necessary processes and contracts which will be required to ensure the success of the program and manage these.</li><li>• Maintain machine readable and paper records of the program so that these can be accessed by work colleagues without guidance.</li><li>• Facilitate effective communications between all interested parties regarding program activities.</li></ul>
<p><b>Manage program finances in full compliance with DW and donor requirements</b></p>	<ul style="list-style-type: none"><li>• Review expenses and grant/contractual reports in full compliance with DW and donor requirements.</li><li>• Assist in production of financial documents in line with DW/EU requirements.</li><li>• Track and analyze budgets for accuracy and to provide projections and forecasts to determine work plans and programming capacity.</li><li>• Ensure that all planned activities receive payments on time in line with the requirements of contract and demands of the program.</li><li>• Oversee the work of the Finance Officer and ensure that all payments are processed.</li><li>• Ensure that the project is audited and financial reports are produced for the donor.</li><li>• Ensure that the Finance Officer maintains records in a manner required by the donor for audit purposes.</li></ul>
<p><b>Manage program stakeholders to ensure they remain enlisted in and supportive of the program until its successful completion</b></p>	<ul style="list-style-type: none"><li>• Establish and maintain objective based relationships with all sub-program stakeholders and role-players.</li><li>• Attend some program meetings with donors, partners, training teams, and key identified program advisory groups.</li><li>• Ensure regular, appropriate and adequate communication with all program stakeholders.</li><li>• Maintain a database of all actors in the field whether or not program stakeholders.</li></ul>

<p><b>Report on the program for purposes of monitoring, compliance, management and promotion</b></p>	<ul style="list-style-type: none"> <li>• Prepare quarterly, ad-hoc and final reports for authorized internal and external audiences.</li> <li>• Represent the programme at donor meetings;</li> <li>• Provide regular updates to the donor;</li> <li>• Proactively promote the programme with the donor;</li> <li>• Respond to donor request for information;</li> <li>• Assist with the development of press releases and information briefs.</li> <li>• Contribute to program publications, taking responsibility for their production and distribution.</li> <li>• Represent the program in information events and professional conferences, preparing reports and papers for such events.</li> </ul>
<p><b>Capacity Building &amp; Stakeholder management</b></p>	<ul style="list-style-type: none"> <li>• Enhance the skill levels of MPLs and committee support staff to increase public participation</li> <li>• Improve CSO awareness and communication to citizens</li> <li>• Strengthen and maintain CSO networks in the relevant programmatic areas and elsewhere as relevant to the program</li> </ul>
<p><b>People / Staff Management</b></p>	<ul style="list-style-type: none"> <li>• Line management of other coordinators providing technical inputs to the program's implementation</li> </ul>
<p><b>Fundraising and business development</b></p>	<ul style="list-style-type: none"> <li>• Identify and explore fundraising opportunities</li> <li>• Develop relationship with key donors</li> <li>• Develop funding proposals and bids</li> </ul>

**Job qualifications**

- Masters in a related field (Political Science, Public Administration, etc.) highly recommended
- Good understanding of South African legislative sector, constitution and public participation processes.
- Strong written English suitable for drafting and editing material and writing proposals
- IT skills (eg Microsoft Office applications, social media)
- Competent in budget and financial management.
- Confident communication in local languages relevant to the program areas
- Proven experience in staff management and development
- Significant experience of producing programme reports with analysis and documentation of outcomes and programme learning

**Desirable**

- Deep understanding of parliamentary practice and procedure, from a global and regional perspective as well as those of Westminster and the UK legislature.

## **Experience**

- Six to eight years of directly related work experience.
- A minimum of three years' experience in grant and program management with demonstrable experience in democracy and human rights fields. Experience with EU programmes an advantage.
- Track record of developing and publishing articles, manuals, guides, policy document and research papers in relevant field
- Proven track record of delivering high quality consultative support to international actors in the governance/international development sector
- Capable of overseeing donor rules and regulations.
- Significant experience designing and delivering parliamentary strengthening and other types of democracy assistance programmes, preferably in the region
- Understanding of development, political, governmental, and parliamentary context in SA
- Proven experience of programme monitoring and evaluation methodologies including logframes and developing case studies

## **Other skills and behaviours**

- Strong analytical and conceptual skills.
- Proven skills in training and developing staff.
- Ability to manage other people.
- Ability to work independently and be self-motivated
- Excellent interpersonal and communication skills
- Good networking skills and ability to establish contacts with executives of other organisations.
- An understanding of and affinity with WFD/ DWF's vision, mission and values.
- Good interpersonal relations with both senior and junior staff.

## **Working conditions**

- General office work environment with challenging field operations.
- This is a demanding position in which extended hours are likely and travel throughout the project operations is required.

## **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.