

DEMOCRACY WORKS FOUNDATION VACANCIES – November 2017

[Democracy Works Foundation](#) has the following positions available with varying contract lengths and requirements:

- Country Project Managers (x2); and
- Country Project Assistant (Malawi)

The successful candidates will be part of a diverse, high functioning team working on the USAID Regional Political Party Strengthening Programme (RePPSP). The objective of the programme is to strengthen democratic institutions and capacity of political parties in Botswana, Malawi and Lesotho to better respond to and represent the needs of its constituents, with a particular focus on climate change and water and energy resource management in particular.

DWF will offer a total cost to company market related salary, and within USAID guidelines. These are contract positions to the end of the program in September 2020.

All positions will commence on **01 January 2018**, unless otherwise stated.

Submission deadline: **C.O.B. 22 November 2017**. Please send submissions to recruitment@democracyworks.org.za Submissions must consist of a one page application letter and a CV.

1. Country Project Managers (x2)

Locations: Botswana and Lesotho

Position Summary

This is an exciting opportunity to provide scope, develop a project plan and manage the implementation of the USAID Regional Political Party Strengthening Programme (RePPSP) in the country offices.

Duties and responsibilities (may include, but are not limited to):

- Develop workplans, identify partners, organise training and events, and in general ensure that the sub-program objectives are effectively and efficiently realized.
- Lead the monitoring and evaluation process in-country, track and document program activities and their impact.
- Facilitate effective communications between country office and all interested parties regarding program activities.
- Review expenses and sub-grant/contractual reports in full compliance with DW and donor requirements.

- Track and analyze budgets for accuracy and to provide projections and forecasts to determine work plans and programming capacity.
- Ensure that all planned activities receive payments on time in line with the requirement of sub-grant contracts and the exigencies of the sub-program.
- Attend any and all program meetings with donors, partners, training teams, and key identified program advisory groups.
- Prepare quarterly, ad-hoc and final reports for authorized internal and external audiences.
- Represent the sub-program in information events and professional conferences, preparing reports and papers for such events.
- Contribute to the general program development of the field office
- Manage in-country operations, and provide effective managerial, administrative and logistical support for the successful implementation of RePPSP
- Performing other duties as assigned.

Job qualifications

- Post Graduate Degree in political science, international relations, or related field. Preference will be given to senior degrees demonstrating knowledge of the program field.
- Competent in MS Office Suite, and in particular Excel and Word.
- Competent in budget and financial management.
- Capable of overseeing USAID rules and regulations.
- Competence in program management.
- Confident communication in English and local languages as needed.

Experience

- Four to six 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.
- Field experience in Southern Africa
- Demonstrated experience working with grass roots organisations and in local communities.

Preferred candidate must be a citizen of the relevant country, or in possession of a valid work permit for the country they are applying for. The suitable candidate must also be in possession of a valid driver's license within the country or SADC region. The working language of the Southern Africa office is English.

2. Country Project Assistant

Location: Malawi

Position Summary

You will support the Country Director to and contribute to the effective delivery of the USAID Regional Political Party Strengthening Programme (RePPSP). You will have the opportunity to be highly involved on a number of different aspects of the organization: event planning, communications, interaction with partners, and more.

Duties and responsibilities (may include, but are not limited to):

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans
- Provide support to the Country Director in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc)
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities
- Draft minutes of project related meetings
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions
- Undertake other financial and administrative tasks on an ad hoc basis.
- In accordance with the procurement policy, arrange for procurement of equipment, supplies and services for the country office
- Ensure that contractual processes follow the stipulated USAID procedures

Qualifications

- University Degree in social sciences, political sciences, public administration or other related field.

Skills and Experience

- At least 1 years of experience in administrative work, accounting/finance, economics, or other substantive area is required.
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.

- Extensive experience in organizing events, workshops, meetings and strategic planning exercises
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem solving
- Able to proactively address potential issues
- Collaborative working style and team-player attitude
- Able to work independently with little supervision
- Highly motivated with a strong work ethic
- Outstanding organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment
- Ability to work flexible hours

Preferred candidate must be a citizen of Malawi, or be in possession of a valid work permit. The suitable candidate must also be in possession of a valid driver's license within the country or SADC region. The working language of the Southern Africa office is English.

Selection Process:

Democracy Works seeks to ensure that all qualified people have an equal opportunity to obtain a position and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place as well as the affirmative principles of the organization.

Due to the short timeline for this requirement DWF will review applications throughout the advertising period. If selected for interview candidates will be contacted to arrange an interview. Please note this may take place prior to the closing date advertised. DWF will consider all applications submitted prior the advertised close date.

Note: Only shortlisted candidates will be notified