

DEMOCRACY WORKS FOUNDATION VACANCY

Position: Project Engagement Coordinator

Location: Johannesburg

Start date: 02 May 2018, or as soon as possible

Contract type: Fixed term

Democracy Works Foundation (DWF) 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: Northern Cape, North West, and Limpopo.

Westminster Foundation for Democracy was established in 1992 to support the development of democratic institutions around the world. **Parliamentary strengthening** - WFD programmes support parliaments that are committed to building capacity to represent citizens, scrutinise the executive, and debate and adopt effective legislation. **Political party development** - WFD works with UK political parties to provide tailored support to a range of parties worldwide. **Electoral assistance** - WFD is the main UK organisation to train and deploy UK election monitors to European Union and OSCE/ODIHR

Submission deadline: **C.O.B. 01 April 2018**. Please send submissions to recruitment@democracyworks.org.za, stating the position title in the subject line of your email.

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

Position Summary

The Project Engagement Coordinator 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.

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

- Preparation for activities undertaken including: administrative support, logistics, contracting suppliers, procurement, briefings, monitoring forms, 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.
- Review expenses and 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.
- Assist in production of financial documents in line with DW and donor requirements.
- To properly apply DWF/WFD's risk management policy and procedures in their areas of responsibility and to assess and manage risk appropriately
- Monitoring and evaluation of programme activities to capture lessons learned and inform future activities; contribute to research and analysis of new opportunities.
- Maintain all program related records for general audit purposes
- Undertake organizational responsibilities as assigned

Qualifications and experience

- 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.
- At least four years' experience in a similar role, with demonstrable experience spent on EU programmes
- Experience in grant and program management with sound knowledge of democracy and human rights fields.
- Good understanding of South African legislative sector, constitution and public participation processes.
- 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)
- 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
- 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.

Selection Process

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

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 and will only consider applications submitted by the stipulated close date. Only shortlisted candidates will be notified for interviews. *If you have not heard from us within two (2) weeks after the closing date, please consider your application unsuccessful.*