

DEMOCRACY WORKS FOUNDATION VACANCY

Position: Program Coordinator

Location: Botswana

Start date: 01 June 2018, or as soon as possible

Salary: USD1'500 per month

Contract type: Fixed term

[Democracy Works Foundation](#) (DWF) is seeking applications from exceptional candidates for the role of *Program Coordinator* in our Botswana office. The successful candidate will join 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.

The position is on a fixed term basis until the end of the program in September 2020.

Submission deadline: **23 April 2018**. Please send submissions to recruitment@democracyworks.org.za, and include the position title in the subject line of your email. Submissions must consist of a one-page motivation letter and a CV with at least three contactable references and their email addresses.

Position Summary

We are looking for an experienced and competent Program Coordinator to undertake a variety of administrative and program management tasks for our USAID Regional Political Party Strengthening Programme (RePPSP).

The ideal candidate must be organized and detail-oriented; and comfortable working with diverse teams.

The goal will be to facilitate the effective management of programs according to the organization's standards.

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

- Coordinate planning, program development, review and evaluation processes
- Support planning and coordination of the program and its activities
- Support the completion of required reports by providing information in a timely and organized manner
- Support implementation of policies and practices
- Prepare budgets and monthly financial reports

- Schedule and organize meetings/events and maintain agenda and draft minutes of project related meetings
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare paperwork (incl. purchase requests, payment requests etc) in line with procurement standards
- Keep up to date records in hard and soft copy
- Support growth and program development

Qualifications

- BSc/BA in political science, international relations, or other related field.

Skills and Experience

- Minimum of 6 years of directly related work experience in the NGO sector. With at least 3 years' experience on USAID funded projects
- Demonstrable experience in democracy and human rights fields with a fair understanding of politics and political parties in Botswana
- Ability to work in a politically non-partisan manner
- Strong project management and coordination experience
- Some experience in organizing events, workshops, meetings and strategic planning exercises
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Competent in MS Office Suite, and in particular Excel and Word
- Effective oral and written communication skills
- Ability to work flexible hours
- Ability to meet tight deadlines

Other skills and behaviours

The position requires a self-motivated, team player who pays close attention to detail and who has the ability to prioritize in a fast-moving environment. Must have excellent communication and interpersonal skills, particularly the ability to interact effectively with a wide range of different people in a variety of situations.

Preferred candidate must be a citizen of Botswana, or a permanent resident. The suitable candidate must also be in possession of a valid driver's license for Botswana. The working language of the Botswana 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.

DWF will consider all applications submitted prior the advertised 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.*