

## DEMOCRACY WORKS FOUNDATION VACANCY

**Position:** Swaziland Project Manager

**Location:** Johannesburg

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

**Contract type:** Fixed term

[Democracy Works Foundation](#) (DWF) is seeking applications from exceptional candidates for the role of *Swaziland Project Manager*. The project will be run from the Johannesburg 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. **DWF will confirm an appointment for this position subject to the availability of funds.**

Submission deadline: **23 April 2018**. Please send submissions to [recruitment@democracyworks.org.za](mailto: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

The Swaziland Project Manager will be responsible for all aspects to ensure on time delivery of the USAID Regional Political Party Strengthening Programme (RePPSP) within budget and scope. This will include project planning, project implementation and evaluation in line with the organization's standards and donor requirements.

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

### 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, track and document program activities and their impact.

- Establish and maintain objective based relationships with all stakeholders and role-players.
- Attend 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.
- Assist with the development of press releases and information briefs.
- Contribute to publications, taking responsibility for their production and distribution
- 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

### **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

### **Skills and Experience**

- Minimum of 6 years of directly related work experience in the NGO sector, with at least 4 years' experience managing USAID funded projects
- A minimum of three years' experience in grant and program management with demonstrable experience in democracy and human rights fields.
- Familiarity with political and civil society landscape in Swaziland in particular, and Southern Africa in general will be an advantage
- 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
- Outstanding verbal and written communication skills in English, including report writing
- Ability to work flexible hours
- Ability to meet tight deadlines

Successful candidate must have demonstrable experience in democracy and human rights fields and expert knowledge and understanding of politics and political parties in Swaziland. *This is a non-negotiable requirement for the position.*

### **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.*