



Job Description: Chief of Party

Reports to: Executive Director
Location: Johannesburg
Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) analyses the health of democracy and implements innovative interventions and technologies in order to foster inclusive development through a deepening of democratic culture and capacity whilst ensuring sustainability and independence of its operations.

Democracy Works Foundation is a non-profit organisation working to grow the resilience of democracies in several countries in the SADC region, including South Africa. We do this through:

- Working with political parties to improve their effectiveness;*
- Working with young civil society leaders to grow their leadership and organisational skills;*
- Working with civil society organisations (CSOs) and Provincial Legislatures in 3 provinces to improve the ability of CSOs to improve the lives of their communities.*

DWF is part of a consortium that will manage and coordinate the new USAID project - Promoting Social Cohesion and Preventing Collective Violence (PSCPCV). The aim of the project is to strengthen the resilience of communities in South Africa prone to collective violence. In particular, the project will focus on supporting social cohesion efforts that broaden willing cooperation across many types of social interactions.

Position Summary

The COP should serve as the primary point of contact with USAID/SA with regard to day-to-day implementation and management matters relating to the agreement. The COP should have overall responsibility for ensuring quality control, the appropriateness and overall responsiveness of all assistance provided under the agreement, whether by short- or long-term advisors, sub-grantee partners or others. This position also entails: monitoring, evaluating and documenting progress toward project objectives; evaluating activities through consultative meetings, site visits and reporting requirements; implementing solutions to keep activities on

track; and providing overall guidance and direction focusing the activity team on achieving agreed targets and long-term strategic objectives.

This is a fixed term contract until the end of the project and is based on the availability of funds.

Areas of Responsibilities:

- Ensuring the successful implementation of the three year programme;
- Establishing and maintaining close working relationships with key programme stakeholders and beneficiaries;
- Providing technical back stopping support and advice to key stakeholders;
- Acting as the focal point for any associate awards and/or partner relations within the project;
- Day to day management of the project;
- Managing the programme and implementing partner relationships constructively;
- Preparing and overseeing project budgets in liaison with the Finance Department of DWF as required;
- Managing the implementation of the programme's annual work plan in fulfilment of the programme objective and within the allocated budget;
- Managing the overall design, implementation and monitoring and evaluation of the programme strategies and activities;
- Programme reporting as per donor and DWF requirements;
- Participate as member of organization's leadership and Senior Management Team (SMT);
- Contribute regular articles to be published on DWF website and other social media platforms
- Performing other duties as assigned.

Reporting

- Contribute to and participate in periodic strategic planning for the organization as a whole.
- Source information needed for reports and assist with donor reporting
- Provide draft elements of reports and proposals and develop as appropriate
- Provide editing support for further drafts to ensure effective communication to different audiences
- Report accurately and timeously on campaigns and events

Administration and Finance

- To develop and manage budgets for specific projects and to sign off expenditure up to pre-agreed limits in accordance with delegated authority.
- Ensure responsible expenditure and reporting in line with budget allocation, organisational priorities and donor agreements.
- Ensuring that financial policies, procedures and systems are adhered to.
- Prepare paperwork (incl. purchase requests, payment requests etc) in line with procurement standards
- Keep up to date records in hard and soft copy

Qualifications

- Master's degree in public policy, public administration, international development, political science or similar field is preferred.

Experience, knowledge and key skills

- At least 12 years of experience managing or implementing projects in the field of conflict programming and development project management skills; a demonstrated track record of conflict resolution projects, project and managerial experience implementing complex projects working with several sub-grantees.

- Experience managing USAID funded projects;
- English language professional proficiency required;
- Strong leadership qualities;
- Self-motivated, flexible and proactive;
- Good analytical skills with the ability to identify key points from complex material or information;
- Honesty, integrity and accountability;
- Strong and proven monitoring and evaluation capacity;
- Strong project and financial management experience;
- Sound work ethics;
- Punctuality and ability to meet deadlines;
- Innovative and problem-solving;
- Proficient in the use of MS Office

Other skills and behaviours

- High levels of creativity, and innovative problem solving
- Sensitivity towards gender, sexual, ethnic/race, cultural identities.
- Ability to involve other people, harness and build on their ideas.
- Strong interpersonal skills, coupled with ability to influence, advise and train others.
- Self-motivated person able to work with little supervision
- Demonstrate commitment to team work with a high degree of integrity, dependability and confidentiality.
- An understanding of and affinity with DWF's vision, mission and values.

Preferred candidate must be a South African citizen or have permanent residency. Must be in possession of a driver's license valid for Southern Africa, and preferably own vehicle.