



Job Description: Programme Manager

Reports to: Deputy Director Regional and Senior Manager in the Executive Office
Location: Johannesburg
Contract type: Fixed Term Contract

Working on the supply and demand side of democracy, Democracy Works Foundation (DWF) is an African, nonpartisan and non-profit company that operates in Angola, Botswana, Lesotho, Malawi, Namibia, Eswatini and South Africa. DWF opened its doors in 2014 in South Africa in response to the weakening of public institutions, corruption and declining citizen participation. It is an initiative committed to promoting and building resilient democracy on the continent and supporting inclusive development and regional cooperation.

DWF will implement a five-year, seven country programme (covering Angola, Botswana, Eswatini, Lesotho, Malawi, Namibia, and South Africa) whose overall goal is to support a trend toward representative multiparty systems with political parties that are responsive to citizens while providing targeted assistance to promote electoral integrity (the Political Parties and Elections project). Consistent with this overall goal, the purpose of the programme is therefore to promote representative multiparty systems with democratic and responsive political parties and electoral integrity.

The programme identifies five outcomes:

- 1) Political parties develop responsive and evidence-based policy making skills and practices;*
- 2) Political parties develop more inclusive party structures and increase responsiveness to citizens and party members;*
- 3) Political parties support and implement practices that promote electoral integrity and democratic electoral reforms;*
- 4) Political parties and other relevant stakeholders have comparative knowledge, experiences and best practices on democratic governance and electoral integrity; and*
- 5) Transparency, inclusiveness and competitiveness of electoral processes in selected countries in the region enhanced.*

Position Summary

The Programme Manager will be responsible for the implementation, coordination and administration of all aspects related to ongoing programme activities in the relevant geography including planning, organising, leading, and ensuring quality implementation of programme activities. The Programme Manager will be in-charge and leader of his/her geographic area (4 countries) and is responsible for day-to-day management functions and overall management of all cross-border project activities.

Working with in-country experts and project leadership (Chief of Party and Deputy Chief of Party), you will lead and coordinate the conceptualisation, implementation of and reporting on the project activities as per work plan.

The Programme Manager is expected to understand and be able to manage a remote management setup which requires a clear understanding of the sensitivity of carrying out cross-border programming from a host country.

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

Areas of Responsibilities <i>(may include but not limited to)</i>	
Programme Implementation	<ul style="list-style-type: none"> • implementation of cross border projects from DWF Head Office and ensure efficient management of resources. • Prepares annual and quarterly work plans covering countries under his/her geographical area of focus and submits the same for consolidation and onward submission to the DCOP • Provides day to day oversight and management support to implementation of project activities in his/her countries of focus and ensure efficient management of resources • Ensure that program activities comply with all donors and relevant legislation and professional standards. • Oversee program-related staffing, security and financial needs per the program budgets, advising and course-correcting where needed through communication to the Deputy Director, Regional and relevant country representatives / Leads. • Ensures CoP and DCoP are kept informed of political developments in the countries they are responsible for. • Develop and maintain relationships with internal and external stakeholder groups and partners. • Oversee the management of the program key stakeholder databases for speakers, moderators, mentors and facilitators for the programs' activities. • Supports CoP/DCoP on activity design and technical inputs. • In consultation with the CoP and DCoP, provide back-stopping support for the programme/s such as workshop facilitation, stakeholder engagement and staff support. • Organisational spokesperson on technical, relevant topics and issues. This may also include writing articles to be featured on the website.
Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> • Prepares annual, quarterly and/or ad hoc reports covering countries under his/her geographical area of focus and submits the same for consolidation and onward submission to the DCOP/DDR, • Ensures that activities are on track and all M&E tools are in place and provide feedback to program team. • Works with Country-leads and Coordinators to ensure data collection methods are applied for capturing performance data and reviews data before sharing with the DCoP and MEL lead. • Ensure all reporting requirements are timely complied with as per the donor requirements

<p>Programme Country Focal Person/ Representation</p>	<ul style="list-style-type: none"> • Actively works towards building of trust with stakeholders, particularly with political parties to secure their buy in and sustain their active participation in the programme in his/her country from where he/she is located; • Leads in the conceptualisation and implementation of programme interventions in the given country; • Overseas, coordinates and serves as the primary contact for in-country STEs in a given country; • Serves as the programme's liaison person in that country where he/she is located and therefore serves as the focal person for the programme vis-à-vis other stakeholders. • Proactively networks and engages with other like-minded, donor partners and other relevant stakeholders in order to strategically position DWF and its work while at the same time exploring opportunities for funding and/or collaboration; • Prepares work plans and reports for the given country.
<p>Finance, HR and Administration</p>	<ul style="list-style-type: none"> • Effectively line manage Country leads/technical experts and coordinators (if and when appointed) through bi-weekly check-ins and consistent review of submitted timesheets and reports. • In coordination with country teams, ensure programme implementation and budget use follows grant requirements per relevant donors. Report any deviations from spending projection/plans to DCoP and DoFO. • Compliance with all finance, human resources and administrative policies and procedures. • Participate as and when required in performance management reviews. • Travels regularly to project countries to attend project events, ensure effective oversight of country short technical experts and meet with political party partners. • Operate under the guidance and direction of the DCoP, with dotted line to SMEO

Person Specification

Qualifications

- Masters' degree in Humanitarian/Development field or Bachelor's degree with commensurate work experience or closely related discipline and /or minimum 5 years in a strategic organisational development role.

Experience, knowledge and key skills

- Minimum of 5 years professional program implementation experience; including Program development and proposal writing experience.
- This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. Creativity, flexibility and a strong work ethic are highly valued.
- Excellent interpersonal, communication, public speaking, and strategic planning skills required.
- Demonstrable understanding of politics, political parties, party networks and party systems in the Region,

- Ability to work in politically sensitive environments with the highest degree of integrity and non-partisanship;
- Ability to forge relations and build trust with political actors across political divides
- Expertise on/in at least 2 to 3 of the programme countries with proven networks relevant to our work.
- Fluency in English (spoken and written) is required.
- Proficiency in Portuguese (spoken and written) will be a strong advantage.
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently;
- Excellent time management skills and resourcefulness with strong attention to detail.
- Effective planning and project management skills with the ability to set and work to (personal, team and organisational) deadlines.
- Excellent and demonstratable analytical and writing skills
- Availability to travel locally, regionally, and internationally, sometimes at short notice.
- An understanding of and affinity with DWF's vision, mission and values.

Other points to note

- Preferred candidate must be a South African citizen or permanent resident.
- The candidate must be in possession of a driver's license valid for Southern Africa.
- The working language of all DWF offices 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 organisation.