



VACANCY FOR COUNTRY DIRECTOR EISA MOZAMBIQUE OFFICE

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Maputo, Mozambique for the position of **Country Director, Mozambique**.

EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation located in Johannesburg, South Africa with field offices in Central African Republic, Democratic Republic of Congo, Gabon, Kenya, Madagascar, Mali, Mozambique, Somalia and Zimbabwe and has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa.

Reporting to the EISA Executive Director, the Country Director Mozambique, will be required to:

Key tasks and responsibilities

Reporting to the Executive Director at the EISA head office in Johannesburg, the overall responsibility of the Country Director will generally be to manage and coordinate EISA's programmatic, operational and financial activities in Mozambique and specifically to:

- Oversee, monitor and evaluate EISA's projects to determine that the programmatic goals, financial requirements and reporting schedules are met in accordance with the proposals and donor agreements.
- Conceptualise supplemental and/or new programmes in Mozambique.
- Write proposals and fundraise for their implementation
- Maintain and engage with donors
- Maintain relationships with key partners in civil society, political parties, parliament, government, electoral management body and the donor and diplomatic community
- Write and submit regular reports, analysis and assessments on programme progress and about political developments in the country.
- Manage, mentor and provide leadership to country office staff
- Co-ordinate the establishment of and adherence to operational systems and procedures for the country office
- Provide technical and advisory input in the area of, but not limited to, elections, capacity building for CSOs and political parties, parliamentary work, support to institutions such as the electoral management body, and citizen participation
- Co-ordinate the work of national and international consultants
- Participate in EISA institutional events, meetings and conferences,
- Represent EISA at local, regional, continental and international events
- Any other duties requested by the Executive Director or his duly authorised representative

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General

- Promote the vision and mission of EISA in Mozambique
- Maintain good relationships with Mozambican stakeholders and international agencies and organisations

Job Specification

Education

- Master's degree in political science, public administration, law or a related discipline from a recognised academic institution of Higher Learning

Experience

- At least ten years experience in the area of political participation including governance, elections, political party, civil society and parliamentary support in Africa
- Work experience in an international organisation at senior level
- Strong understanding of political dynamics in government and political institutions, civil society and the donor community
- Sound experience in inter-relations with other organisations
- Solid experience in fundraising, proposal and report writing, and project management

Knowledge and Skills

- Be familiar with electoral, political and legislative institutions in Mozambique
- Financial planning and financial accountability
- Ability to relate diplomatically and professionally with decision makers
- Visioning, strategic planning and ability to implement change
- Proven project management skills
- Excellent team management skills
- Excellent communications skills including diplomacy and ability to respond positively to feedback
- Advanced report writing skills
- Strong public communication and advocacy skills
- Human resource management and supervisory skills
- Good analytical, organisational, coordination and delegation skills
- Decision making, problem solving skills

- Conflict management skills
- Computer literacy

Languages

- Fluency in spoken and written Portuguese and English

Personal attributes

- Participatory management style but ability to be decisive when necessary
- Structured and organised
- High level of personal integrity and confidentiality
- Task orientation, results focus and accountability
- Ability to work under pressure
- Ability to lead, drive and motivate
- Ability to make difficult decisions
- Open to change based on re-assessing and re-evaluating the external environment and internal realities if and when necessary.
- Ability to work in a team
- Willingness to work beyond official working times
- Willingness to travel extensively (domestic, continental and international)

Applications with relevant CV and references should be sent to zahira@eisa.org.za by not later than 17h00 Friday 30th November 2018

EISA reserves the right not to appoint