



VACANCY FOR THE POSITION OF PROGRAMME OFFICER, MOZAMBIQUE OFFICE

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

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, Mozambique, Madagascar, Somalia, Zambia 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 Country Director Mozambique, the Programme Officer will be required to:

Key tasks and responsibilities

- Support the EISA Mozambique Country Director in the implementation of designated activities
- Conceptualise and draft activity proposals and concept notes under the guidance of the Country Director
- Draft and prepare programme, donor and Board reports under the guidance of the Country Director
- Contribute to designing, planning and conceptualisation of trainings and related EISA events in Mozambique
- Maintain ongoing interaction and relationships with EISA core partners
- Track expenditure of activity budgets
- Facilitate workshops and seminars as requested

General

- Attend and represent EISA at meetings, conferences and events when requested by the Country Director that relate to the work of EISA
- Any other work required by the Country Director, Mozambique

Job Specification

Education

- A Masters' Degree in Social or Political Sciences, Administration, International Relations, International Development or another relevant discipline. A relevant Bachelors' degree with adequate relevant experience may be accepted in lieu of the Masters' Degree

Experience

- At least 5 years' experience in governance (elections and civil society support).
- Ability to communicate and write
- Experience in activity design and report writing

- Experience in managing budgets
- Experience in using excel

Knowledge and Skills

- Good communication skills
- Good team management skills
- Good writing skills
- Decision making and problem solving
- Conflict management skills
- Computer literacy

Languages

- Fluency in written and spoken Portuguese and working knowledge of English.
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Personal specifications

- Dynamic team player
- Adaptable to different working environments and conditions
- Ability to make quick decisions and take initiative
- Able to relate to people
- Willingness to travel internationally

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