



The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy at the new EISA Head Office in Abidjan, Côte d'Ivoire for the position of **Programme Officer, Elections and Political Processes (EPP) Department**.

EISA offers a competitive remuneration package based on qualifications and experience. The Institute is a continental not for profit organisation located in Abidjan, Côte d'Ivoire, with continental programmes, sub-regional programmes and national and regional field offices in the DR Congo, Gabon, Mali, Mozambique, Madagascar, Somalia, South Africa and Zimbabwe. 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 Head of the EPP Department, the Programme Officer will be required to:

Key tasks and responsibilities

- Assist the EPP Head in the implementation and management of the Department's programmes
- Conceptualise, coordinate, monitor and evaluate projects in the area of elections and political processes
- Prepare and oversee project budgets in liaison with the Finance Department as instructed by the EPP Head
- Liaise with EPP project donors as delegated by the EPP Head
- Establish and maintain collaborative relationships with partner organisations in the elections and democracy fields
- Provide technical assistance to EISA partners in the areas of elections and democracy
- Prepare, departmental, project, annual and donor reports
- Conduct, manage and publish research and opinion papers on elections and other relevant topics related to EISA's work in reputable/refereed journals and books
- Represent EISA at conferences, workshops and other events
- Participate in monthly staff meetings, organisational reviews and planning as well as other meetings that relate to the work of EISA
- Attend to any other matters of the Department as directed by the EPP Head and/or Executive Director

Job Specification

Education

- Master's degree in Political Science, law or related field strongly preferred

Experience

- At least 5 years of experience in the area of elections and democracy, and particularly in elections including technical assistance to Election Management Bodies and election observation
- Experience working in African countries
- Experience in project management, proposal and report writing, financial management and fundraising

- Experience in training, facilitation and organisation of conferences / workshops
- Familiarity with the election work of the African Union and a regional economic community such as SADC, CEEAC, EAC and ECOWAS.

Knowledge and Skills

- Familiarity with academic and research networks in Africa
- Ability to relate diplomatically at the highest levels
- Possess good analytical skills
- Programme management and organisational skills
- Ability to work under deadlines and set priorities
- Knowledge of Microsoft office package

Languages

- Fluency in written and spoken English and French.

Personal attributes

- Level-headed and well organised
- Adaptable - able to work with people from different cultural backgrounds and educational levels
- Willingness to work beyond official working hours
- Willingness to travel extensively (domestic and internationally)

Applications with relevant CV and references should be sent to Ms Zahira Seedat at zahira@eisa.org.za by not later than Friday 6th March 2020 at 17h00

EISA reserves the right not to appoint