



Job Description: Project Manager

Reports to: Country Director
Location: Luanda, Angola
Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) is a southern African non-profit organisation focused on democracy development in the region. With headquarters in South Africa, DWF works through its country offices to provide tools to develop resilient democracies. As an independent foundation, we build and promote inclusive, equitable and sustainable consensus democracies. We do so by providing tools, platforms and content to strengthen democrats, democratic culture and democracy institutions. DWF works on the supply and demand side of democracy.

The participation of civil society in the strengthening of the country's democracy is quite evident and marked by few but relevant successes stories although with some setbacks. Democracy Works Foundation is implementing a U.S. Department of State project in Angola, the CSO Capacity Building for Credible Local Elections (CAB4CLE) Project.

The Project aims to meet the following objectives:

- 1. Enhanced capacity and knowledge for civil society to undertake evidence-based advocacy for democratic local governance and to meaningfully participate in local electoral processes.*
- 2. Increased capacity and knowledge for the citizenry to meaningfully participate in the local governance electoral processes.*
- 3. Increased engagement of National level electoral stakeholders including the CNE, political parties, government institutions to facilitate joint reflection and learning as well as addressing issues that contribute to credible electoral processes.*

With the 2022 local government elections as starting point, the project is designed as an iterative process involving learning, standards development, capacity development, building democratic cultures, and civic participation.

Position Summary

Working very closely with the DWF Country Director, the Project Manager will be responsible for all aspects of the programme to ensure timely delivery of the project in Angola within a given budget and timeframe. This will include project planning, project implementation and evaluation in line with the organization's standards and donor requirements.

The ideal candidate must be organized and detail-oriented; and comfortable working with diverse teams. The candidate must continuously strive to inspire confidence and trust of all programme stakeholders in Angola and particularly the political actors by always and strictly abiding by all the core values of DWF's values including those related to political non-partisanship and inclusiveness.

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

Areas of Responsibilities <i>(may include but not limited to)</i>	
Implement and manage the program described in the program description to budget, on time and in compliance with DW and donor requirements	<ul style="list-style-type: none"> • Develop workplans, identify partners, organise training and events, and in general ensure that the sub-program objectives are effectively and efficiently realized. • Lead the monitoring and evaluation process, track and document program activities and their impact. • Identify in a timely manner, adjustments that need to be made in order to achieve the programme objectives and ensure that the necessary steps are taken to make these adjustments. • Establish the necessary processes and contracts which will be required to ensure the success of the sub-program and manage these. • Maintain machine readable and paper records of programme so that these can be accessed by work colleagues without guidance. • Facilitate effective communications between country office and all interested parties regarding program activities.
Manage stakeholders to ensure they remain enlisted in and supportive of the program until its successful completion	<ul style="list-style-type: none"> • Establish and maintain objective based relationships program stakeholders and role-players. • Attend program meetings with donors, partners, training teams, and key identified program advisory groups. • Ensure regular, appropriate and adequate communication with all program stakeholders. • Maintain a database of all actors in the field.
Report on the program for purposes of monitoring, compliance, management and promotion	<ul style="list-style-type: none"> • Prepare quarterly, ad-hoc and final reports for authorized internal and external audiences. • Assist with the development of press releases and information briefs. • Contribute to program publications, taking responsibility for their production and distribution.
Contribute to the general program development of the Country Office	<ul style="list-style-type: none"> • Represent the program in information events and professional conferences, preparing reports and papers for such events. • In addition to primary responsibility for program, take part in the general program through: <ul style="list-style-type: none"> ○ Participating in strategic and general office planning and development.
Operations/Office Management	<ul style="list-style-type: none"> • Manage in-country operations, and provide effective managerial, administrative and logistical support for the successful implementation of the programme

Job qualifications

- Post Graduate Degree in political science, international relations, or related field. Preference will be given to senior degrees demonstrating knowledge of the program field.
- Competence in program management.
- Ability to work in a politically non-partisan manner
- Knowledge of budgeting and reporting in accordance with US Government rules and regulations.
- Competent in MS Office Suite, and in particular Excel and Word.
- Outstanding verbal and written communication skills in English, including report writing.
- Strong problem solving and leadership skills
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Detail-oriented and efficient

Experience

- Six years proven experience as project manager or similar, with at least 4 years' experience on donor projects
- A minimum of three years' experience in grant and program management with demonstrable experience in democracy, human rights fields and capacity building and participation.
- Familiarity with political and civil society landscape in Angola in particular and Southern Africa in general will be an advantage

Other key points to note

The position requires a self-motivated, team player who pays close attention to detail and who has the ability to prioritize in a fast-moving environment. Must have excellent communication and interpersonal skills, particularly the ability to interact effectively with a wide range of different people in a variety of situations.

DWF 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 organization.