



Job Description: Project Officer - Capacity Building, Networking & Advocacy

Reports to: Project Manager
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

We are looking for an experienced and competent Project Officer to undertake a variety of administrative and program management tasks. The goal will be to facilitate the effective management of programs according to the organization's standards. The ideal candidate must be organized and detail-oriented; and comfortable working with diverse teams.

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>(Please list the key responsibilities for this role)</i>	
Coordinate planning, program development, review and evaluation processes (70%)	<ul style="list-style-type: none"> • Support planning and coordination of the program and its activities • Support the Project Manager to implement change management plans • Support the development of organizational annual plans and budgets • Working closely with the Project Manager, facilitate and coordinate review of annual country plans, development of half year plans and budgets • Facilitate effective communications between country office and all interested parties regarding program activities.
Network & Advocacy (30%)	<ul style="list-style-type: none"> • Map key networks and develop tactics to engage them. • Initiating and developing relationships with partner organisations and other networks to support effective collaboration. • Producing (and coordinating the production of) content designed to build engagement in advocacy – written materials, blogs, newsletters and talks; ensure coverage in networking, lobbying and representing the project in a wide range of policy issues at events, conventions and media opportunities. • In addition to leading media outreach, they will also coordinate production of a diverse range of information products including audio/visual communications.
Manage stakeholders to ensure they remain enlisted in and supportive of the program until its successful completion	<ul style="list-style-type: none"> • 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 monitoring, compliance, management and promotion	<ul style="list-style-type: none"> • Support the completion of required reports by providing the necessary information in a timely and organized manner • Assist with the development of press releases and information briefs. • Contribute to program publications,

	<ul style="list-style-type: none"> • Represent the program in information events and professional conferences, preparing reports and papers for such events.
Administration	<ul style="list-style-type: none"> • Help build positive relations within the team and external parties • Schedule and organize meetings/events and maintain agenda • Ensure technology is used correctly for all operations (video conferencing, presentations etc.) • Maintain budget and track expenditures/transactions • Prepare paperwork (incl. purchase requests, payment requests etc) in line with procurement standards • Support program growth 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 projects • Supervising any local support staff that are hired • Development of appropriate security guidelines for all staff and visitors; and provide logistical support and advice, including arranging meetings for visitors.

Job qualifications

- BSc/BA in political science, international relations, or related field.
- Competence in program management.
- Ability to work in a politically non-partisan manner
- Knowledge of budgeting, bookkeeping and reporting
- 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
- Ability to work independently and as part of a team
- Competent in MS Office Suite, and in particular Excel and Word
- Must be bilingual, with excellent verbal and written communication skills in English.

Experience

- Four to six years proven experience as program coordinator or relevant position, with at least 3 years' experience on USAID funded projects
- Demonstrable experience in democracy and human rights fields with a fair understanding of politics and political parties in Angola and the Southern African region will be an added 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.

Preferred candidate must be a citizen or a permanent resident of Angola. The suitable candidate must also be in possession of a valid driver's license for SADC.

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 organization.