



Job Description: Programme Manager

Reports to: Senior Programmes Manager (SPM)
Location: Johannesburg
Contract type: Fixed Term Contract, 36 months

Democracy Works Foundation (DWF) is a southern African non-profit company 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 opened its doors in 2014 in response to the weakening of public institutions, corruption and declining public participation in South Africa as well as concerns about democratic and development progress in post-liberation Southern Africa.

DWF works on the supply and demand side of democracy. We operate across several programmatic areas:

- *Monitoring: we collect data, do research and provide analysis on the state of democracies.*
- *Institutions: we support the capacity of democracy institutions to fulfil their mandates.*
- *Citizens and leaders: we train future democrats to drive change.*
- *Climate and democracy: we strengthen the capacity of communities and democracy institutions to prioritise climate change initiatives.*
- *Culture: we provide platforms for democratic engagement to cultivate new ideas for democracy.*

Additionally, the Foundation provides advisory services on good governance and social impact and functions as a fiscal host and fund manager. We believe that democracy is always a work in progress. It is often challenged and never complete. DWF is uniquely placed to continuously invest in and nurture resilient democracy and development.

Position Summary

The Programme Manager will have oversight on all South Africa based projects under the Climate and Environmental Governance programme¹, including the Civic Transitions for Inclusive Climate Action (CTICA) project, the Climate Works Foundation and the Africa Climate Foundation projects, among others. You will provide strategic guidance to teams and project managers/officers in ways that promote the organisation’s culture. You will be responsible for building the programme into one of DWFs key strategic programmatic pillars following targets set by Leadership.

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	
Strategic Planning and Project Implementation	<ul style="list-style-type: none"> • Support the implementation, management, supervision and evaluation of all activities of the different projects in accordance with individual donor contracts. • Develop and implement work-planning schedules annually, with quarterly updates • Develop and manage Project Monitoring Framework in conjunction with the M&E Officer. • Develop and implement change management plans using project review findings. • Compile periodic internal and donor programme analytical progress report.
Communication, Collaboration and Thought Leadership	<ul style="list-style-type: none"> • Provide support and maintain communication with the Project Managers and local partners during the planning, execution and follow-up phases of each project. • Communicate regularly with the SPM to facilitate well-structured projects and ensure the organisation is aware of activities taking place within the projects. • Sharing of best practices and intervention impacts both internally and externally and support the implementation of new initiatives. • Contribute regular thought leadership, articles and other pieces of writing for DWF, at least semesterly, in addition to serving as a spokesperson for the organisation on programmatic topics in coordination with Leadership.

¹ Current programme name and design may change over the course of 2026

<p>Financial management and oversight</p>	<ul style="list-style-type: none"> • In conjunction with the Finance Unit and the SPM, compile relevant annual budgets for each of the projects. • Oversee and monitor project expenditure with support from the Finance Manager/Officer and in compliance with the organisation's, as well as relevant donor, financial policies and procedures.
<p>Donor Relationship Management</p>	<ul style="list-style-type: none"> • Attend programme meetings with donors, partners, training teams, and key identified program advisory groups • Complete required reports in a timely and organised manner, including but not limited to monthly, quarterly, end-year / project close reports, and annual reviews. • Provide statistical and qualitative reports of relevant data on an on-going and as needed basis.
<p>Leadership and Management</p>	<ul style="list-style-type: none"> • Build the programme into a core programmatic pillar of DWF, which will include leading BD efforts for the programme in collaboration with Leadership and BD Team, and along targets set with SPM and Leadership • Contribute to new and unique ways to improve the efficiency of programme operations across the organisation. • Lead and manage the core programmatic implementation of CEGP work and projects and ensure that the expectations of funders, partners, participants, and community stakeholders are met.
<p>Ad hoc and Institutional</p>	<ul style="list-style-type: none"> • Assist the organisation Leadership in strengthening DWF's impact portfolio. • Assist the Leadership with new strategy and project design. • Available to assist with other responsibilities to advance the organisation's goals and mission. • Actively support the SPM and Leadership to achieve organisational targets and deliverables. • Keep up to date records in soft copy using SharePoint • Compliance with all finance, human resources and administrative policies and procedures. • Participate as and when required in performance management reviews. • Be available for programme/project related travel to oversee/monitor project activities; meet and strengthen relationships with key project stakeholders.

Person Specification

Qualifications

- Minimum of a Masters degree in political science, international relations, or related field. Masters would be an advantage.

Experience, knowledge and key skills

- Minimum of 6 years proven experience in program management, with at least 4 years proven experience in grant and program management on donor funded projects. Having experience in working with the European Union is an advantage.
- Experience in the NGO sector would be an added advantage
- Some experience and knowledge of climate change policy and investment decision making in South Africa.
- Demonstrable experience in democracy and human rights fields, particularly working with marginalized groups such as women and youth.
- Strong ability to work in a non-partisan manner.
- Demonstrable experience in democracy and/or human rights fields.
- Strong leadership and managerial skills with appropriate experience.
- Strong knowledge of budgeting and resource allocation procedures.
- Excellent oral and written English communication skills required, with the ability to write and produce reports, articles and other pieces.
- Excellent workshop facilitation skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Competent in MS Office Suite, and in particular Excel and Word.
- Availability to work flexible hours.

Other Characteristics

The position requires an energetic, self-motivated, team player who pays close attention to detail and who has the ability to prioritise in a fast-moving environment. Candidates must be comfortable in using diplomatic and constructive strategies in achieving the organisation's objectives while similarly feel comfortable in dealing with media and local civil society groups. Candidates should have a strong analytical mindset to translate societal needs and challenges to democracy into developmental interventions.

Other points to note

- Preferred candidate must be a South African citizen or permanent resident.
- The candidate must be in possession of a driver's license valid for Southern Africa.
- The working language of all DWF offices is English.

Democracy Works Foundation 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 organisation.