



## **VACANCY FOR THE POSITION OF HEAD OF THE ELECTIONS AND POLITICAL PROCESSES DEPARTMENT**

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Abidjan for the position of **Head of the Elections and Political Processes** (EPP) Department. EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation located in Johannesburg, South Africa and Abidjan, Cote d'Ivoire, with field and regional offices in Central African Republic, Democratic Republic of the Congo, Gabon, Madagascar, Niger, Somalia, Sudan and Tanzania and has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and strong political institutions for sustainable democracy in Africa

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### **Key tasks and responsibilities**

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Reporting to the Executive Director, the Head of the Elections and Political Processes Department will be required to:

- Manage EISA's programmes related to Elections and Political Processes including electoral management assistance, election observation and electoral reform
- Contribute to the organisation's strategic planning, programme and institutional decisions as a member of EISA's Management Committee
- Conceptualise and co-ordinate new projects and programmes in elections and political process areas
- Pay special attention to the expansion and the deepening of EISA's technical assistance to Electoral Management Bodies (EMBs)
- Develop project proposals and oversee their implementation
- Write reports and other communications on election and political process programme
- Lead fundraising activities
- Support EISA Field Offices in Africa in their election and political process related work
- Participate in continental and international events on behalf of EISA
- Establish and maintain collaborative partnerships with partner organisations in the electoral field across the continent and including the African Union, Regional Economic Communities and national partners
- Monitor and evaluate programme performance of EPP staff
- Write various communications on election and political process programme activities for the Executive Director, the EISA Board of Directors, donors and partners
- Oversee and manage project income and expenditure
- Manage EISA's M and E system as it relates to EPP programmes, with a special focus on Results-Based Management
- Maintain and consolidate EISA's continental network of partners in the election field
- Assist EISA's other programmes as part of cross-fertilisation within the organisation

### **Staff management**

- Implement the Performance Management System of the EISA which includes:
  - Conducting regular supervisory sessions with EPP staff
  - Addressing staff development needs and provide mentoring/coaching as appropriate
  - Addressing staff performance issues as these arise in consultation with the person responsible for HR matters and identify corrective action where necessary
  - Conducting bi-annual performance appraisal of all staff in the Department

### **External relations and strategic positioning**

- Serves as a spokesperson for the organisation on election and political process matters
- Profile the organisation through various media types in line with EISA's vision and mission
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### **Job Specification**

#### **Education**

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- At least a Masters' Degree in any relevant field (e.g. social sciences, humanities, law) or related discipline from a recognised university

#### **Experience**

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- 7 to 10 years working experience in the elections, democracy and governance sector
- At least seven years combined experience working in election related work
- Proven financial management experience
- 2 years experience in the management of staff

#### **Knowledge and Skills**

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- Excellent general management, organisational, writing, and communication skills
- Strong analytical skills
- Demonstrated leadership skills
- Results-focused and able to foster and maintain strong working relationships with a wide-range of personalities
- Be familiar with election and political institutions and networks in Africa
- Be familiar with Pan-African and sub-regional institutions working in the elections and political field
- Ability to work as part of a team and adhere to deadlines and set priorities
- Working knowledge of PC-based word processing and e-mail technology
- Driver's license is essential

#### **Languages**

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- Fluency in spoken and written French and English.
- Able to converse in Arabic and/or Portuguese will be an advantage

#### **Person specifications**

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- Structured and organized.
- Ability to work under extreme pressure.
- Ability to lead, drive and motivate.
- Ability to multi-task and to make difficult decisions.
- Ability to work in a team.
- Able to relate to people.
- Willingness to work beyond official working times.
- Willingness to travel extensively (domestically, continentally and internationally).

Applications with relevant CV mentioning at least three professional references, a motivation letter and copy of work certificates should be sent to Ms Zahira Seedat at [zahira@eisa.org](mailto:zahira@eisa.org) by not later than **Saturday 14 May 2022**.

*EISA reserves the right not to appoint*