



VACANCY FOR THE POSITION OF RESEARCH, PUBLICATIONS, PROPOSALS AND QUALITY ASSURANCE CONTROLLER

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy, based in Johannesburg, for the position Research, Publications, Proposals and Quality Assurance Controller. 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

Reporting to the Executive Director, this position will be required to:

General

- Oversee administration of the Research, Publications, Proposals and Quality Assurance Unit.
- Track the impact assessment of the Unit.
- Liaise with the MEL Unit and Departments in EISA including EISA Field Offices on reporting and project implementation;
- Prepare regular internal and external reports for the EISA Board, Executive Director and donors.
- Prepare and track budget spending for specific research projects and publications.
- Attend and participate in monthly staff meetings, organisational reviews and planning as well as conferences and other meetings that relate to the work of EISA;
- Attend events on behalf of EISA when requested.
- Respond to requests sent to the EISA email address and distribute to relevant department/unit/field office/ staff member for response as required
- Any additional tasks requested by the Executive Director or his/her designated representative

Research

- Initiate, plan, and organise research initiatives.
- Maintain a centralised record of these activities.
- Research and information gathering on various issues related to democracy, governance and elections.
- Review trending narratives in the field of democracy, governance and elections.
- Literature reviews of other organisations election related publications.
- Produce articles, presentations and/or briefings as required.
- Commission research relevant to EISA's areas of work and projects.

- Engage and interact with other institutions conducting research and publishing information in the areas of work that EISA engages in.
- Keep regular contact with appropriate role players as well as interact with other relevant organisations.

Website:

- Oversee and conduct quality assurance on website content

Publications, Proposals and Reports

- Liaise with the librarian and publications clerk ensuring that publication distribution is up to date and queries responded to timeously.
- Track deadlines by when publications, (eg election observation mission reports) are due.
- Liaise with the Journal of Elections editor, editorial board and managing editor in sourcing and tracking bi-annual publication of the JAE.
- Write, support and/or contribute to proposals prepared by EISA departments/units and field offices.
- Track submission of reports in accordance with donor requirements.

Quality Assurance

- Facilitate Quality Assurance, Quality Control and Quality Management of all products emanating from the institution including proposals, publications, donor and other reports and website content.
- Ensure publications/ reports, manuals and other products produced are budgeted for and produced in accordance with available budgets.

Job Specification

Education

- At least masters' degree in relevant social sciences, international relations or a related discipline from a recognised academic institution of higher learning.

Experience and skills

- At least 5 to 7 years research experience in the area of democracy, governance and elections;
- Familiarity with electoral processes, electoral management bodies and networks in Africa;
- Proven financial management experience;
- Excellent general management, organisational, writing, and communication skills;
- Good writing skills
- Evidence of published articles/publications or related works;
- Strong analytical skills;
- Demonstrated leadership skills;

- Results-focused and able to foster and maintain strong working relationships with a wide-range of stakeholders, partners and staff
- Ability to work as part of a team and adhere to deadlines and set priorities;
- Well-developed written and verbal communication skills;
- Good interpersonal, presentation and facilitation skills;
- Knowledge of administration procedures including budget preparation;
- Working knowledge of Microsoft office package (specifically, word, excel, power point, outlook and access).

Languages

- Fluency in English. Knowledge of French and/or Portuguese is encouraged.

Person specifications

- Able to work with minimal supervision;
- Level-headed and well organised;
- Adaptable - able to work with people from different cultural backgrounds and education levels;
- Willingness to work beyond official working times if required;
- Willingness to travel (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 13 May 2022 17h00**

EISA reserves the right not to appoint