



VACANCY NOTICE FOR TECHNICAL AND SUPPORT STAFF POSITIONS FOR EISA-ELECTION OBSERVER MISSION TO LIBERIA 2023 PRESIDENTIAL AND HOUSE OF REPRESENTATIVES ELECTIONS

Electoral Institute for Sustainable Democracy in Africa (EISA), acting as an implementing partner for USAID, is seeking to recruit technical and administrative staff for support functions assigned to the EISA Election Observation Mission (EISA- EOM) to Liberia. The EISA-EOM is meant to assess the integrity of the Liberia 2023 Presidential and House of Representatives elections through the deployment of an EISA Election Observer Mission project, covering eighteen months from December 1, 2022, to May 31, 2024. All positions are national, project-based assignments based in Monrovia and offer successful applicants the opportunity to gain valuable experience working for a regional organization in the field of elections and democracy.

All candidates should be non-partisan and willing and flexible to work in an environment with an intensive workload, have an excellent command of English, good analytical and drafting skills, and be familiar with MS Windows, Excel and Outlook. Candidates must be willing to work flexible hours and be able to perform under tight deadlines.

All posts below are in-office positions based in Monrovia, Liberia for fixed contract periods extending no later than May 31, 2024. EISA reserves the right not to appoint to any position advertised at its discretion.

About EISA:

EISA is a continental not-for-profit organization located in Johannesburg, South Africa, and Abidjan, Cote d'Ivoire with field offices in the Central African Republic, Democratic Republic of Congo, Gabon, Madagascar, Niger, Chad, Liberia, and Sudan. EISA has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa.

FINANCE AND ADMINISTRATIVE ASSISTANT

S/he provides day-to-day administrative support to the field office staff and carries out efficient and effective management of donor funds, monitors and ensures proper accounting for all income and expenditure, processes creditors, staff salaries and statutory payments monthly and ensures all assets are well maintained and insured. This position is vital for the day-to-day administrative support, which will include out-of-office functions like banking, purchasing items, etc.

S/he will work under the supervision of the Finance and Administration Manager and will:

- Facilitate the administration arrangements for the mission in close collaboration with the Finance and Administration Manager.
- Ensure that briefings from EISA-EOM cover all areas relevant to the observers including the administration.
- Assist in planning and organization of the deployment of the international staff and related disbursement of cash advances.
- Participate in staff briefings, debriefings and team meetings as required and perform any other duties that may be required.

Desirable qualifications include: A degree in Business Administration or a related field. The candidate must have at least 3 years of professional experience performing similar functions in an International Organization or NGO. The

candidate must be willing to work flexible working hours and under tight deadlines. Excellent English communication skills are essential. Fluency in the local language would be an asset.

Applications with relevant CV, two professional references and specifying the position being applied for in the subject line should be sent to zahira@eisa.org by not later than 13 February 2023. Only shortlisted candidates will be contacted. All positions are open to Liberian citizens only. EISA is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply. EISA reserves the right not to appoint.