

## **PROJECT MANAGER: PROMOTING DEMOCRACY & ACTIVE CITIZENSHIP**

### **Job Profile**

#### **Description**

The Friedrich-Ebert-Stiftung (FES) is the oldest political foundation in Germany with a rich tradition in social democracy dating back to its foundation in 1925. The foundation owes its formation and its mission to the political legacy of its namesake Friedrich Ebert, the first democratically elected German President.

The work of our political foundation focuses on the core ideas and values of social democracy – freedom, justice and solidarity. This also connects us to free trade unions. As a non-profit institution, we organise our work autonomously and independently.

With our international network of offices in more than 100 countries, we support cooperation and human rights, promote the establishment and consolidation of democratic, social and constitutional structures and are pioneers for free trade unions and a strong civil society. FES has a vacancy for a Programme Manager/Promoting Democracy and Active Citizenship in its Johannesburg, South African office who will report directly to the Resident Director. The incumbent must also be willing to travel frequently within South Africa and internationally.

#### **Requirements**

- A Master's degree in Sociology, Political Science or equivalent.
- At least three years working experience in the field of promotion of democracy and active citizenship and programme management.
- Previous experience working with both local and global stakeholders [think tanks, government, trade unions, scientific research] and experts in the field of promotion of democracy and active citizenship.
- Ability and willingness to facilitate/chair workshops and panels.
- Proven ability for comprehensive project management and the ability to manage multiple projects and assignments simultaneously.
- Excellent leadership skills as well as the ability to work well within a team and to delegate.
- Ability to work independently of supervision and to plan and manage time.
- Digital competence and social network user experience.
- A valid driver's license.
- Knowledge of German is highly desirable but not compulsory.

#### **Competencies**

##### **Research:**

- Strong research and analytical skills.
- Strong skills in conceptualisation and strategising programmes.
- Proven knowledge of and interest in local, national and international current political and economic affairs.
- Specialist knowledge or skills in particular research methodologies.
- Proven ability to think and plan strategically as well as creatively.
- Excellent English verbal and written communication skills.
- High-level report writing skills.

**Networking & presentation:**

- Confident outlook, with rapport building, persuasion, networking and interpersonal skills.
- Proven ability to present written material in a clear, concise and engaging manner to a range of different audiences.
- Excellent facilitation skills
- Ability to engage and communicate ideas and concepts clearly and with adaptability to diverse audiences.
- Ability to work on own initiative and with a wide range of people.

**Events management:**

- Enthusiasm for, and preferably some experience of events organisation including logistics, admin and communication strategies.
- Proven organisation skills, including the ability to prioritise and multi-task.

**Information Communication & Technology:**

- Intermediate ICT skills across MS Office Applications and social media

**Responsibilities**

- Managing the overall Promotion of Democracy and Active Citizenship programme.
- Assessment, analysis and reporting of local and international processes of the promotion of democracy and active citizenship.
- Identifying new areas of policy advocacy and consultancy or research in various fields of the promotion of democracy and active citizenship.
- Strategising and conceptualising of projects and advising the Resident Director on the development and implementation of programmes.
- Developing initial research/concept notes and draft memoranda of understanding [with partner organisations] for projects on the promotion of democracy and active citizenship.
- Coordinating and implementing projects in various areas of the promotion of democracy and active citizenship.
- Representing accurately and effectively the policies and programmes of the FES in public forums, and in private meetings with national and international partner organisations.
- Establishing partnership networks and liaising with government, civil society, and think tanks or research institutions involved in the promotion of democracy and active citizenship.
- Drawing up of provisional project budgets for submission to the accounts department to obtain sufficient funding.
- Providing oversight and/or management of budget expenditure for activities, including financial reporting and budget tracking.
- Coordinating and organising workshops, seminars, visitor's programs, etc with the Project Assistant
- Writing and submitting of final activity reports after the completion of a project.
- Reporting and publishing.
- Liaising with other FES-offices as well as FES-Head Office.

**Closing date: 30 April 2018. Only shortlisted candidates will be contacted.**