

The Netherlands Institute for Multiparty Democracy (NIMD) was founded by the Dutch political parties in 2000. Its main objective is to support democratisation processes in young democracies in Africa, Asia and Latin America. NIMD specifically focuses on: providing support for strengthening multiparty democracy, for the institutional development and capacity building of political parties and for strengthening the nexus between political and civil society.

*The NIMD seeks candidates for the position of **Program Officer** within the Africa team.*

In Africa, the NIMD works in the following countries: Ghana, Mali, Mozambique, Malawi, Kenya, Tanzania, Zambia, Zimbabwe and South Africa. The Program Officer will work with members of the team in the planning, design, and implementation of democracy programs which support political parties.

Primary responsibilities for the position are:

- Building and maintaining collaborative working relationships with participating members of political parties, parliamentarians, government officials, civic groups in NIMD program countries;
- Monitoring the progress of programme implementation, facilitating access to international experience for the implementation of programmes and recording the results obtained in the programmes.
- Contributing to the design and implementation of the NIMD workplan in consultation with local partners;
- Assessing programme budgets, monitoring programme spending, analysing cost effectiveness and projecting financial expenditure;
- Travelling to the region (or assigned country) to assess and report on program and political developments and new opportunities and evaluate current projects;
- Developing and maintaining relationships with the Dutch and other Embassies, the donor community, and other international and domestic organizations active in supporting democratic reform.
- Reporting to the Africa Director regarding the abovementioned tasks;

Required Skills

- Masters Degree, preferably in International Relations, Political Science or related field;
- Minimum of five years of experience in democratic development and work with political parties or civic groups
- High level of political analysis skills;
- Experience in financial programme management and reporting skills;
- Working knowledge of basic budget and accounting procedures;
- Interest in and in-depth knowledge of regional political environment;
- Proven ability to communicate skills and experience to others as an advisor, or consultant;
- Knowledge of program evaluation techniques;
- Strong written and oral communications skills. Computer literacy is required;
- High degree of organization and initiative;
- Experience working or living in the region is desirable or a proven ability to adapt quickly to new cultures, both professionally and personally;
- Knowledge of French and Portuguese is highly desired but not required. Fluency in written and oral English required.

Comments:

NIMD is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, political affiliation, religion, gender, disability, and/or sexual orientation.

The job location is in The Hague, Netherlands, the position is fulltime and requires occasional travel to Africa. Applicant should be eligible for work in the Netherlands. The annual income, including holiday bonus is between €35.000 and €54.000 based on experience.

Deadline of application: Curriculum Vitae and cover letter by 22 September 2008:

Netherlands Institute for Multiparty Democracy
Attn. to mr. W. Bakker, deputy director
Passage 31
2511 AB Den Haag

Or e-mail to: recruitment@nimd.org

For further information please consult www.nimd.org.