

### **NIMD seeks a Programme Officer to work in Bujumbura**

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.

For several years NIMD has worked in Burundi to set up a dialogue programme between political parties. Now that the programme is gaining traction, NIMD seeks a programme officer for its Burundi programme, to be based in Bujumbura.

The programme officer is to support NIMD's main local partner organisation BLTP (Burundi Leadership Training Programme) in strengthening its programme management and implementation capacities. He/she will provide advice to BLTP on the planning, monitoring and evaluation of the programme as well as its (financial) management. When needed he/she will actively assist BLTP in the designing of programme activities, planning and monitoring of the activities, part of the logistics and the financial oversight of the programme. The programme officer will do so in close cooperation with the NIMD country team at headquarters in The Hague, to which he/she will report very regularly. On a daily basis he/she will coordinate activities with the director of BLTP, who is co-responsible for the NIMD/BLTP programme's implementation. Finally, the programme officer will collaborate with and assist the NIMD's programme coordinator in Burundi.

### **Primary responsibilities**

- Supporting and advising NIMD's Burundian partner organisation in the strengthening of its programme management, planning, monitoring and evaluation;
- Assisting in the monitoring and evaluation of individual programme activities;
- Assisting in the production of programme plans and proposals;
- Co-developing conceptual frameworks for the content of programme activities;
- Assisting the NIMD's Burundian partner organisation in guarding the implementation of the annual plan, which includes assessing programme budgets, monitoring programme spending, analysing cost effectiveness and projecting financial expenditure;
- Assisting the NIMD programme coordinator in the logistical set up of activities; and
- Maintaining collaborative working relations with local partner organisations.

### **Required Skills & Experience**

- Masters Degree, preferably in International Relations, Political Science or related field;
- Minimum of three years of experience in the field of democratic governance at the international level;
- Minimum of three years of experience in (financial) programme management and reporting skills, including the conceptual designing and logistical implementation of programme activities;
- Working knowledge of basic budget and accounting procedures;
- Interest in and affinity with the Great Lakes region and Burundi; and
- Proven ability to communicate skills and experience to others.

### **Further Information**

The successful applicant will be hired on a consultancy basis. The duration of the initial contract is one year, with the possibility of a renewal for one year thereafter. The job location is in Bujumbura, Burundi. The position is full-time and requires occasional travel.

Deadline for application:

Please send Curriculum Vitae and cover letter by 7 June 2010 to:

Netherlands Institute for Multiparty Democracy  
Attn. Mr. W. Bakker, deputy director  
Passage 31  
2511 AB Den Haag  
Tel: +31 70 311 5464

Or e-mail to: [recruitment@nimd.org](mailto:recruitment@nimd.org)

Please state the name of this position in the subject of your message.

For further information please consult [www.nimd.org](http://www.nimd.org)