

NIMD seeks an international consultant 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 consultant for its Burundi programme, to be based in Bujumbura.*

The consultant is the main implementing actor among the NIMD's Burundi team. In close cooperation with NIMD headquarters and NIMD's local partner organisation BLTP the consultant is in charge of the design, planning and monitoring of programme activities, as well as part of the logistics and the financial oversight of the programme. The consultant will do so together 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 programme's implementation. Finally, the consultant will collaborate with and assist NIMD's programme coordinator in Burundi.

Primary responsibilities

The consultant is expected to perform a variety of tasks, including:

- assisting in the production of programme plans and proposals;
- developing conceptual frameworks for the content of programme activities;
- guarding the implementation of the annual plan (this includes assessing programme budgets, monitoring programme spending, analysing cost effectiveness and projecting financial expenditure);
- assisting the programme coordinator in the logistical set up of activities;
- monitoring and evaluation of individual programme activities;
- supporting NIMD's Burundian partner organisation in its strengthening of programme management and planning capacities; 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 experience in the field of democratic governance at the international level;
- Minimum of three years 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;
- Proven ability to communicate skills and experience to others;
- Strong written and oral communications skills. Computer literacy is required;
- Cultural sensitivity, ability to understand and adapt to local political context easily;
- High degree of organisation and initiative;
- Experience working or living abroad is desirable or a proven ability to adapt quickly to new cultures, both professionally and personally; and
- Fluency in written and spoken English and French is required.

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

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

For further information please consult www.nimd.org