

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 **Programme Manager**, as a temporary replacement of two of our colleagues on maternity leave.*

The Programme Officer will work with members of the country teams on the NIMD programmes in Georgia (50%), Burundi (25%) and Indonesia (25%).

**Primary responsibilities for the position are:**

- Contributing to the implementation of the NIMD work plans in the assigned countries in consultation with local partners; contributing to the multi-annual planning in the assigned countries;
- Assessing programme budgets, monitoring programme spending, analysing cost effectiveness and projecting financial expenditure;
- Monitoring the progress of programme implementation;
- Maintaining collaborative working relations with local partner organizations;
- Serving as a 'sparring partner' for the country teams; providing advice on political and programme developments;
- Travelling to the assigned countries to assess and report on program and political developments and new opportunities and evaluate current projects;

**Required Skills**

- Masters Degree, preferably in International Relations, Political Science or related field;
- Minimum of three years of experience in the field of democratic governance;
- Minimum of three years of experience in (financial) programme management and reporting skills;
- Working knowledge of basic budget and accounting procedures;
- Interest in and affinity with in particular the Caucasus region and Georgia;
- Proven ability to communicate skills and experience to others;
- Strong written and oral communications skills. Computer literacy is required;
- High degree of organization and initiative;
- Experience working or living abroad is desirable or a proven ability to adapt quickly to new cultures, both professionally and personally;
- Fluency in written and oral English and French is 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 term for replacement is from May 2010 until February 2011.

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

Deadline of application: Curriculum Vitae and cover letter by 14 May 2010

Netherlands Institute for Multiparty Democracy  
Attn. to 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)

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