



VACANCY FOR THE POSITION OF REGIONAL REPRESENTATIVE

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Libreville, Gabon for the position of **Regional Representative to the Economic Community of Central African States (CEEAC)**. The position is open to Central African nationals.

EISA has a Memorandum of Understanding (MoU) with the Economic Community of Central African States which has been in place since 2010. Within the framework of this agreement, EISA is required to provide technical assistance to the Political Affairs Department of the ECCAS secretariat to promote the conduct of credible electoral processes in ECCAS member states. EISA's support also covers advocacy on the ratification and monitoring of compliance with the African Charter on Democracy, Elections and Democracy.

EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation located in Johannesburg, South Africa and Abidjan Cote d'Ivoire. EISA has and has had field offices in 17 African countries and has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa

Reporting to the EISA Executive Director, the Regional Representative will be required to:

Key tasks and responsibilities

Programmatic

- Provide technical assistance for the strengthening of the capacity of the CEEAC in election observation
- Establish and maintain collaborative relationships with the CEEAC Secretariat and member states
- Conceptualise and co-ordinate new projects and programmes at sub-regional and country level in elections and democracy, working with civil society, political parties, electoral management bodies, government and the donor and diplomatic community
- Writing proposals and fundraising, where necessary
- Contribute to shaping the strategic direction of EISA on sub-regional interventions
- Provide regular reports and other communications covering the programme and on election and political developments at country and sub-regional levels for the Executive Director, the EISA Board of Directors and donors
- Implement the programme in accordance with EISA's Monitoring and Evaluation framework with a special focus on Results-Based Management system
- Represent the Institute at relevant sub-regional, continental and international events
- Manage and report on financial income and expenditure in accordance with EISA's Financial Policies and Procedures

General

- Any other tasks as required by the Executive Director
 - Serves as a spokesperson for the organisation
 - Profile the organisation
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Job Specification

Education

- At least a Masters' Degree in any relevant field (e.g. social sciences, humanities, law) or related discipline from a recognised university

Experience

- At least seven years combined experience working in election related work
- Knowledge of the political context of the Central African Region
- Proven management experience

Knowledge and Skills

- Excellent general management, organisational, writing, and communication skills
- Strong analytical skills
- Demonstrated leadership skills
- Results-focused and able to foster and maintain strong working relationships with a wide-range of personalities
- Be familiar with election and political institutions and networks in Central Africa
- Be familiar with Pan-African and sub-regional institutions working in the elections and political field
- Ability to work as part of a team and adhere to deadlines and set priorities
- Working knowledge of PC-based word processing and e-mail technology
- Driver's license is essential

Languages

- Fluency in spoken and written French, English and Portuguese

Person specifications

- Structured and organised
- Ability to work under extreme pressure
- Ability to lead, drive and motivate staff
- Ability to multi-task and to make difficult decisions
- Ability to work in a team
- Ability to relate to people
- Willingness to work beyond official working times
- Willingness to travel extensively (domestically, continentally and internationally)

Applications with relevant CV and references should be sent to Ms Zahira Seedat at zahira@eisa.org by not later than 17h30 SA Time, 24 November 2021.

EISA reserves the right not to appoint