



The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Antananarivo, Madagascar **for the position of Country Representative.**

EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation with national and regional offices in Abidjan, Burundi, the Central African Republic, Democratic Republic of the Congo, Gabon, Madagascar, Mozambique, Niger Somalia, Tanzania, and South Africa. EISA has continental, sub-regional and national 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 Executive Director, the Country Representative will be required to:

- Oversee, monitor, and evaluate EISA's Madagascar project to determine that the programmatic goals, financial requirements, and reporting schedules are met in accordance with the proposals and donor agreements,
- Develop and maintain relationships with EISA's key partners namely state institutions such as parliament, non-governmental organisations, faith-based organisations, Independent National Electoral Commission of Madagascar (CENI), political parties, academia, women leaders and the donor community,
- Ensure quality assurance of EISA's support to the work of parliament, political parties, with a focus on building the capacity of women in decision-making positions, civil society in promoting peace,
- Write and submit regular reports for the EISA Board, donor reports, analysis and assessments on programme progress and about political developments in Madagascar,
- Manage, mentor and provide leadership to country staff,
- Co-ordinate the establishment of and adherence to operational systems and procedures for the country office
- Conceptualise supplemental and/or new programmes in Madagascar.
- Write proposals and fundraise for their implementation.
- Participate and represent EISA at institutional events, meetings and conferences, including retreats, symposia as requested.
- Any other duties requested by the Executive Director or his duly authorised representative.

Job Specification

Education

- Master's degree in political science, public administration, law or a related discipline from a recognised academic institution of Higher Learning

Experience

- At least 7 years' experience working governance, democracy and election related programmes especially in the field of gender.
- Familiarity with the political and electoral environment of Madagascar

- Experience in election related events such as election observation, developing civic education materials; democracy related support such as parliamentary support, political dialogues, accountable and transparent governance, and organising training workshops.
- Strong understanding of political dynamics in government and political institutions, civil society and the donor community.
- Solid experience in report and proposals writing and project management.
- Experience in organising and facilitating trainings, seminars, workshops, and conferences.

Knowledge and Skills

- Be familiar with electoral, political and legislative institutions and networks in Madagascar with experience from other African countries a strong plus.
- Financial planning and financial accountability
- Ability to relate diplomatically and professionally with decision-makers.
- Visioning, strategic planning and ability to implement change.
- Proven project management skills, including conceptualization, and planning skills.
- Excellent team management skills.
- Excellent communications skills including representation, diplomacy and ability to respond positively to feedback.
- Excellent stress management skills.
- Advanced report and proposals writing skills.
- Strong public communication, advocacy and lobbying skills
- Human resource management and supervisory skills
- Decision making and problem-solving skills.
- Conflict management skills.
- Computer literacy.
- Driver's license

Languages

- Fluency in spoken and written French and English
- Good knowledge of Malagasy is an asset

Personal attributes

- Participatory management style but ability to be decisive when necessary.
- Structured and organised.
- High level of personal integrity and confidentiality
- Task orientation, results focus and accountability.
- Ability to work under extreme pressure.
- Ability to lead, drive and motivate.
- Ability to make difficult decisions.
- Open to change based on re-assessing and re-evaluating the external environment and internal realities when necessary.
- Ability to work in a diverse team.
- Willingness to work beyond official working times.
- Willingness to travel

Applications with relevant CV and three references should be sent to Ms Zahira Seedat at zahira@eisa.org by not later than **Thursday 15th July 2021**.

EISA reserves the right not to appoint.