

## ***Vacancy Programme Manager***

The Netherlands Institute for Multiparty Democracy (NIMD) is a democracy assistance organization that supports political parties in developing democracies. Our approach is characterized by interparty dialogue: we bring parties together and encourage them to cooperate on political issues. We also work directly with parties to strengthen their organizational and programmatic capacities. And we foster a democratic culture in countries by providing political education programmes for (potential) politicians.

Currently, we run programmes in more than 20 countries in Africa, Latin America, Southeast Asia and Eastern Europe. All the programmes are implemented together with a local partner organization or NIMD country office.

The headquarters of NIMD is located in the heart of The Hague (Passage). We have a strong and committed staff of around 25 people. Our culture is informal and open, and encourages initiative, professionalism and teamwork.

NIMD Headquarters is looking for an

### **Experienced Programme Manager (Africa)**

38 hours/week

#### **Tasks**

The Programme Manager (PM) will be responsible for a selected number of NIMD programmes in Africa and acts as the institutional focal point for these programmes. The PM is responsible for the entire programme cycle. Specific tasks include:

#### Programme management

- Manages multiple country programmes and is responsible for the entire programme cycle, including developing (multi)annual plans, ensuring results measurement and financial accountability and contract management of partner organizations.
- Analyzes the relevant political developments in a selected number of (primarily francophone) programme countries and works with the partner organization to ensure that analysis informs the approach (Theory of Change) underpinning the country programmes.
- Is the first point of contact for partner organizations and regularly consults with them.
- Advises and supports the partner organizations to promote interparty dialogue and organizational and programmatic capacity development of political parties.

#### Fundraising

- Builds and maintains relationships and networks with relevant partner and donor organizations with the aim to secure funds for the country programmes.
- Is responsible for preparing and submitting fundraising proposals in collaboration with relevant colleagues in the organization and manages donor contracts together with NIMD's Financial Programme Officers.

### Managing (partner) relationships

- Maintains good working relationships with the partner organizations or country offices.
- Is the first point of contact for partner organizations and represents NIMD both in the Netherlands and in the programme countries.
- Maintains a network with Dutch political parties and other relevant strategic partners and ensures that they actively support the work of NIMD.

### **Profile**

We are looking for a candidate that has a highly developed sense of political and intercultural relations, is diplomatic and representative, efficient, stress-resistant and flexible. Has a thorough knowledge of democratic processes in developing countries, knows from experience how political parties function and knows how to build and maintain networks. In addition, he/she has excellent oral and written communication skills.

We are looking for someone with the following skills and experience:

- Academic working and thinking.
- A minimum of five years of relevant work experience in international organizations and/or developing countries (preferably in Africa).
- Demonstrable experience in managing programmes in an international context and experience working with political parties.
- Excellent oral and written command of Dutch and English; for this position, excellent oral and written command of French is also a prerequisite.
- Experience within a political party and/or possession of a network of Dutch political party experts for deployment in the programmes is an asset.

Applicants must be Dutch nationals, residents of a European Union member State or have a valid work permit for the European Union.

### **Conditions**

We offer a position for 38 hours at our office in The Hague. You will work under the Head of Programmes & Projects and in close collaboration with colleagues of the Africa Cluster. NIMD offers a competitive salary.

### **How to apply**

Please send a cover letter and resume in English to [recruitment@nimd.org](mailto:recruitment@nimd.org) before 31 January 2017.

If you have questions, you can call Karijn de Jong, Head of Programmes & Projects on 070-3115464.

More information on NIMD: [www.nimd.org](http://www.nimd.org)

Acquisition related to this vacancy is not appreciated.