

Job notice, 12 January 2012

Democracy Reporting International (DRI) promotes political participation of citizens, accountability of state bodies and the development of democratic institutions world-wide. DRI analyses, reports and makes recommendations to the public and policy makers on democratic governance.

DRI is looking for a:

Director of Programmes

The Director of Programmes (DoP), based in DRI's Berlin headquarters, will be responsible for the overall management of DRI's country programmes. The DoP will help to ensure that DRI's programmes achieve the organisation's mission statement and respect funding partners' aims and procedures.

The DoP's specific tasks include:

- Overall management of programmes, in particular ensuring that programmes are well-designed and efficiently implemented, that programme output targets are being achieved, that - upon completion - programmes are closed properly and that the requirements of funding partners are respected throughout the project cycle.
- Manage DRI's team of project managers and support staff;
- Overall management of field offices (currently Islamabad, Tunis, Cairo), including financial, operational and legal aspects;
- Contribute to the content of DRI programmes including: reviewing DRI's public and in-house reporting (briefing papers, monthly reports, media pieces, etc.) and by giving trainings
- Representing DRI at conferences and marking presentations on its work.
- Regular travel to the countries where DRI has ongoing programmes in order to ensure their proper implementation and to programme activity (conferences, workshops, trainings, fact-finding and relations with funding partners).
- Travel to other countries may also be required including to conduct Needs Assessment Missions.
- Participate in developing DRI's work, in elaborating strategies and project proposals and support fund-raising efforts by liaising with possible funding partners.

The DoP liaises closely with DRI's Office Manager to ensure that the requirements of programmes are aligned with other legal and administrative policies and obligations.

The DoP will report to the Executive Director.

His/her profile should include:

- A degree in law, political science or related fields;
- At least ten years practical working experience in democratisation and project management;
- Experience in fundraising, proposal development, funding instruments and donor relations;
- Experience in managing staff;
- Ability to manage multiple tasks efficiently, often to tight deadlines;
- Excellent English writing skills;
- Excellent communication skills.

Additional assets:

- Knowledge of Arabic or French;
- A record of publications on democracy issues and interaction with the media.

The salary will be determined based on the professional experience of the selected candidate.

Deadline for applications: 8 February 2012. Recruitment may take place before the deadline. Applicants should send a cv and a cover letter to Ms. Laura Stanga, Office Manager: l.stanga@democracy-reporting.org

Starting Date: 1 March 2012