



### **PROGRAMME MANAGER – HUMAN RIGHTS AND DEMOCRACY BUILDING**

The Open Society Initiative for Southern Africa (OSISA) is a leading African advocacy institution committed to promoting vibrant and tolerant societies, and to advancing and deepening democracy across the region. With a staff of over 50 employees, and a mandate that includes operating in ten countries in the region, including four that are in crisis and/or transition from conflict, OSISA requires individuals at the management level who are able to operate in a fast-paced environment, demonstrating superior technical and leadership skills and the ability to multi-task.

Since its establishment in 1997, OSISA's flagship work has been located in the Human Rights and Democracy-Building Programme (HRDB). Focusing on governance, transparency and accountability, democratic processes, and the protection and promotion of human rights, the programme has established a wide footprint across the countries in which OSISA works.

In recent years there have been staffing changes, and an evaluation is currently underway to chart future directions for the programme. To that end, OSISA is seeking a Programme Manager (PM) to lead its work at the regional level. The PM will join a dynamic team of peers working across issues such as Education, HIV and AIDS, Language Rights, Media, Economic Justice and Women's Rights. The role of the PM: HRDB specifically involves the following:

#### ***Overview of Responsibilities***

Reporting to the Executive Director, the PM will have direct responsibility for defining the overall strategy of OSISA's work in Human Rights and democracy in the region. This will include working across OSISA's key results areas of advocacy, grant-making, networking and facilitation, and supporting capacity-building. In furtherance of the advocacy objective, the PM will be required to identify and provide grants to key partners in the region who are engaged in the work of promoting long-term systemic change in the realm of policy and law, primarily. The PM will also play a strong role in facilitating networking amongst OSISA partners, and key stakeholders in the human rights and governance sector, and in convening

spaces for dialogue and debate, as part of OSISA's overall mandate of opening societies. The PM will also be expected to play a key role in shaping debates and contributing to public discourse at the regional level, as well as in the crisis and transitional countries of Angola, the DRC, Swaziland and Zimbabwe.

### **Key Responsibilities**

#### *Advocacy*

- Identify key opportunities for the development and promotion of open society ideals
- Provide strategic guidance and leadership for advocacy initiatives related to HRDB issues at regional and national levels
- Develop and support advocacy platforms that seek to raise the profile of Southern African voices at continental and global levels

#### *Grant-making*

- Oversee the development and implementation of the HRDB strategy
- Provide quality leadership and oversight of the programme functions, ensuring that the programme unit is optimally structured and staffed to meet program requirements.
- Provide technical support and strategic vision to the work of crisis and transitional countries
- Provide oversight of major grants and ensure proper administration and monitoring and evaluation of grants

#### *Networking and Facilitation*

- Establish and maintain an appropriate profile for OSISA in its regional activities
- Determine the scope and direction of OSISA's convening power, bringing together key stakeholders at strategic moments to support advocacy initiatives
- Create learning opportunities for grantees and partners

#### *Capacity Building*

- As part of the overall strategy of HRDB, contribute to the strengthening of the capacity of local, national, and regional networks and civil society organizations to monitor human rights, good governance and demand accountability and transparency

### **Qualifications:**

Applicants must hold a minimum of a Masters degree in the social sciences, with a strong preference for Political Science, Economics or Law degrees, and must be fluent in spoken and written English. Fluency in an African language of the region, as well as in French or Portuguese is desirable. A minimum of 10 years grant-making experience, and/or experience working for a funding agency, bilateral institution or regional/international multilateral institution is necessary. Expertise in any of the following areas will be of benefit: democracy, elections and governance; peace and conflict; resource extraction and environmental justice. Strong networks amongst civil society organizations, donors and government are highly desirable.

An attractive remuneration package, commensurate with experience applies. The job is offered on a three-year (renewable) contract.

Interested applicants should forward a letter of interest and a detailed CV to:

Prava Singh

Human Resources Manager

Open Society Initiative for Southern Africa (OSISA)

[humanresources@osisa.org](mailto:humanresources@osisa.org)

***Only short listed candidates will receive a response from OSISA.***

OSISA is an Equal Opportunity Employer.