

Job Title:	Project Officer - Host Liaison: DDI		
Cluster:	Innovation and Quality Management		
Salary:	USD 40417 (excluding benefits)	Contract Type:	12 months. (with a possibility of an extension)
Location:	Flexible, with international travel required. The candidate must have the right to work in their location.		
Reports to:	Programme and Network Coordinator (DDI)		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The Host Liaison plays an important role in the implementation of the Digital Democracy Initiative (DDI). As the Host Liaison, your role is built upon three key pillars which include the planning and delivery of 7 regional codesigns, coordinating partnerships with the hosts of the DDI-supported resourcing mechanisms for local collaborators, and supporting the hosts' development and iteration of these mechanisms.</p> <p>The successful candidate must possess a robust understanding of the national & continental dynamics of how digital technology influences inclusive democracy and a healthy civic space especially in the OECD-DAC Countries. The role also requires a demonstrable understanding of how civil society engages with various actors in these contexts and the challenges and opportunities open to civil society actors in these contexts.</p> <p>DDI aims to contribute to promoting and protecting local inclusive democratic space in the digital age. We will work to enable and amplify civil society through the improved use of digital technology for civic engagement by local civil society actors operating in restrictive contexts in the global south.</p>		
Areas of Responsibilities	Key Activities		
DDI Codesigns	<ul style="list-style-type: none"> - In close liaison with the DDI team, develop the framework for the implementation of the regional codesigns. - Lead the development of calls for proposals, selection, and engagement of local host partners for the codesigns. - Monitor and quality assure the implementation and technical delivery of grants to regional host partners ensuring financial probity in the usage of project funds as well as timely and qualitative technical and financial reports and outputs. - In close liaison with the communications team, ensure that adequate and appropriate visibility is given to the codesign engagements. - Work with the DDI technical team to ensure quality assurance and approval on relevant technical outputs from the pre and post codesign engagements – including resourcing mechanism prototypes. - Work with the relevant departments within CIVICUS to plan and execute logistics, procurement, travel as well as retirement for staff and partners attending the regional codesigns meetings. - Build and maintain relationships with the regional partners. 		
Supporting the creation, strengthening and iteration of	<ul style="list-style-type: none"> - Develop and execute a clear and robust system for disseminating calls for applications, reviewing applications, analysing and following up on applications/nominations and determining partners. 		

resourcing mechanisms.	<ul style="list-style-type: none"> - In close collaboration with the communication team, develop and implement a communication plan for the call for applications and nominations. - Working closely with the operations, finance and DDI technical team, facilitate sub-grants to relevant partners. - Monitor and quality assure the implementation and technical delivery of grants to partners ensuring financial probity in the usage of project funds as well as timely and qualitative technical and financial outputs and reports. - Facilitate the creation, expansion, strengthening and iteration of capacity support mechanisms available to the identified mechanism host partners. - Facilitate the creation, expansion, strengthening and iteration of capacity support mechanisms delivered by mechanism hosts to local collaborators in project countries of focus.
Knowledge Sharing & Learning	<ul style="list-style-type: none"> - Facilitate mutual learning and sharing among the regional partners and connect regional partners with other relevant actors who can enhance their work within CIVICUS and its alliance. - In close coordination with the Impact & Accountability Officer, ensure data collection (including constituent feedback mechanisms) and timely project updates on the project M&E framework. - Ensure documentation of stories of change as well as project outcomes and guarantee its adequate dissemination in close collaboration with the communications team. - Facilitate effective collaboration with the knowledge hub workstream on documentation and dissemination of project findings and outputs. - Develop communication materials and organise learning events for effective knowledge sharing within the CIVICUS secretariat and the broader alliance
Other	<ul style="list-style-type: none"> - The role holder will from time to time be required to carry out any other duties that are within the scope of the job. - All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> - Postgraduate degree in Development Studies, Social Sciences, International Relations or another related field, or equivalent work experience - Excellent written and verbal communication in English, fluency in another official UN language an advantage.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> - A minimum of 5 years' work experience in a relevant field - Strong understanding of the digital landscape and its impact on democracy and civic engagement - Robust technical and grant management expertise. - Experience building and maintaining relationships with a range of civil society partners in multiple settings. - Understanding of the civil society resourcing landscape and best practices. - Experience in civil society capacity strengthening approaches and tools.

	<ul style="list-style-type: none">- Experience in building and maintaining working relationships across diverse teams and geographies, and ability to work collaboratively in “remote work” settings.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">- Excellent knowledge of civil society trends in different regions, particularly realities of smaller and less formal civil society groups in the Global South.