



NATIONAL  
DEMOCRATIC  
INSTITUTE

FOR INTERNATIONAL AFFAIRS

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**POSITION: Program Officer**  
Based in Banja Luka

**Job Description**

The Program Officer assists NDI with the implementation of its existing programs in Bosnia and Herzegovina. PO is based in Banja Luka and is supervised by Senior Program Manager.

**Responsibilities:**

- Designs and plans the program's activities, such as seminars, conferences, training events, and consultations;
- Develop and maintain relationships with key political and civic actors, government, and the donor community;
- Works in coordination with the other BiH programs in designing and implementing additional program activities;
- Drafts and submits accurate and timely field reports that detail program activities, monitors and evaluates program results, and provides analysis of political developments;
- Prepares, monitors, and reports on program activities and the assigned budget;
- Prepares and monitors the spending related to the program budget;
- Collaborates in the design of project proposals and concept papers to NDI funders;
- Contributes to effective program monitoring to ensure programmatic goals are achieved and operational and reporting requirements are adhered to;
- Performs other duties as assigned.

**Required Experience, Skills and Personal Characteristics:**

- Bachelors Degree, preferably in International Relations, political science or a related subject, graduate degree preferred;
- Experience in working with BiH-based civil society organizations and political parties and democratic governance development in BiH;
- Minimum 5 years of demonstrated work experience in program management;
- Knowledge of the political and social landscape and the electoral and parliamentary systems in Bosnia and Herzegovina and the ability to keep oneself apprised of changes in the political and social situation;
- Experience working in conflict environments and in a multi-cultural work environment and promoting staff development;
- Experience in program design and implementing effective programmatic strategies;

- Exceptional interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, policymakers, foreign government personnel, donor organizations, and funders;
- Demonstrated training and workshop facilitation skills;
- Superior oral communications skills to effectively present information, respond to questions and negotiate in English and local languages;
- Demonstrated ability to work effectively with senior political and civic leaders, as well as members of the donor and diplomatic community;
- Ability to communicate skills and experience to others as a trainer and advisor and to transfer skills and knowledge to others;
- Excellent managerial, interpersonal, and networking skills, as well as the ability to conduct professional political relationships;
- Exceptional analytical skills for interpreting complex programs and political issues ;
- Superior writing skills in the English language; clear and persuasive written communication in English and local languages as well.
- Ability to adjust programmatic activities based on changing political circumstances and in response to needs articulated by local partners and program stakeholders;
- Ability and willingness to effectively and appropriately handle stressful living and working conditions;
- Ability to develop and execute effective program design and programmatic strategies;
- Working knowledge of PC-based word processing and e-mail technology;
- English fluency is a must;
- The ability to work in a political situation in a non-partisan manner, the ability to travel, and the ability to work flexible hours.

**Position duration: One-year contract with potential for extension.**

**Applications:** Applicants should submit an updated CV, proof of working experience related to the responsibilities described in the job description, diploma, and one-page cover letter in English by email to: [ahodzic@ndi.org](mailto:ahodzic@ndi.org), no later than July 10, 2022. No phone calls, please.

Only a limited number of applicants that fulfill the required experience and skills will be invited for an interview. The interviews will be held in English.