

The **International Society for Fair Elections and Democracy (ISFED)** is an independent, national non-governmental organization that promotes democracy building and civic engagement in Georgia. Since its establishment in 1995 ISFED has built one of the widest volunteer network with more than 300 members from different parts of Georgia. This network is actively involved in attaining ISFED's goals through (a) raising public awareness about their rights and responsibilities, (b) assisting citizens in realizing their rights, (c) enhancing government transparency and accountability through monitoring and offering recommendations for improvement, (d) promoting participatory decision-making through the support of constructive dialogue among different stakeholders, and (e) fostering Georgia's integration in international democratic institutions through actively engaging with Georgia's international partners. One of ISFED's primary focuses is promoting free and fair elections. ISFED brings sound information and knowledge on election-related issues into the public domain to raise awareness and create political will to improve election conduct in Georgia.

ISFED's headquarter is based in Tbilisi. Additionally it operates in 73 districts of Georgia and employs highly motivated and dynamic individuals throughout the country.

ISFED is seeking a skillful, committed and brave **Executive Director** to lead the organization and ensure its continued progression. The Executive Director will be elected by the Board of Trustees and answer to it. S/he will be responsible for managing the organization and acting as its spokesperson, assuring that it has a long-term strategy and is consistently working toward its mission and goals, identifying and obtaining appropriate sources of funding for its programs, and establishing and maintaining sound working relationships with relevant stakeholders.

Work Percentage: 100%

Duty Station: Tbilisi

Availability: 1 July, 2011

Reporting to: Board of Trustees

Main Duties and Responsibilities:

- Providing programmatic, organizational, and financial leadership to ISFED;
- Providing support to developing, implementing, assessing and revising ISFED's annual and long-term strategies and action plans;
- Ensuring timely and effective implementation of ISFED's programs and projects, and timely and vigilant reporting to relevant donors on them;
- Assuring high quality, reliability, and impartiality of ISFED's statements and publications;
- Representing ISFED with the government, other non-governmental organizations, international organizations and institutions, foreign governments, donors, media, and the general public;
- Determining staffing requirements. Hiring, managing, and assessing staff;
- Overseeing the implementation of all administrative and financial procedures in compliance with ISFED's official documentation and Georgia's legislation;
- Approving ISFED's administrative documents, as well as its programmatic and financial reports, and project proposals;
- Overseeing all financial management including budgeting, auditing, and reporting;
- Communicating with donors and raising funds for ISFED's programs and projects;
- Encouraging the team spirit. Promoting staff and volunteer engagement and development;

- Reporting to ISFED's board of trustees, providing support to it in overseeing the organization and following up on decisions taken;
- Complying with ISFED's governing documents and Georgia's legislation. Acts in accordance organizational charter, HR Manual instructions and principles of the organization.

Desired Qualifications:

- Master's Degree in the field of political sciences, administration or management;
- Five years in a managerial role in a Georgian non-governmental organization or international organization;
- Good knowledge of Georgia's electoral environment and international standards and best practices;
- Good knowledge of Georgia's political landscape;
- Demonstrated ability to oversee and work on a variety of tasks, activities and programs in a timely manner;
- Strong analytical, communication and organizational skills;
- Ability to travel to the regions of Georgia;
- Experience in fundraising and project proposal writing; and
- Fluency in Georgian, English and Russian.

Application Process:

To apply please send your detailed CV, the names and contacts of three references, and a brief essay at vacancy@isfed.ge. The essay should explain what top five measures/steps you would take to prepare ISFED for the upcoming, 2012 and 2013 elections. It should be written in English and it should not exceed 700-word limit. Please indicate Executive Director in the subject line of your e-mail. **Closing date for applications is Friday, June 10, 2011.** Only short listed candidates will be contacted.