

Post Title: Chief Electoral Affairs Officer
Level: D-1

Within limits of delegated authority the Chief Electoral Affairs Officer will be responsible for, but not limited to, the performance of the following duties: (These duties are generic and may differ depending on the requirements of the duty station). Overall coordination of the implementation of the electoral mandate of the mission, including management of the electoral component both at mission headquarters and field offices; Provision of advice to the Head of Mission and senior mission staff, and to the Independent National Electoral Body/Electoral Commission or other relevant authorities to encourage an electoral process that is in accordance with international standards, and is executed in a sustainable and cost-effective manner; Problem-solving and generating solutions to political and technical issues that arise in the conduct of the electoral process; Co-ordination of international electoral assistance, as appropriate, including other relevant UN agencies engaged in supporting the electoral process; Ensuring capacity-building in the provision of electoral technical assistance and advice to national electoral authorities; Representing the Mission at high-level meetings with national electoral authorities, senior government officials, political party leaders, the donor community/the diplomatic community/international partners, representatives of civil society organizations and other stakeholders; Ensuring regular reporting and communication among field offices of the electoral component and between the electoral component and the larger mission; Regularly briefing senior Mission officials, donors, and key stakeholders on the electoral process; Ensure regular reporting to the SRSG/DSRSG and UN Headquarters (DPA (EAD) and DPKO).

COMPETENCIES

Professionalism - Demonstrated in-depth understanding of peacekeeping operations; electoral experience in more than one country, and in developing countries highly desirable; substantial and diverse experience in all facets of the job; strong analytical and evaluative skills combined with good judgment; in-depth understanding of and ability to evaluate electoral processes; experience in bilateral and multilateral negotiations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

Leadership - Ability to provide leadership in overseeing work of more junior staff and local experts; ability to develop and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g., gender mainstreaming, human rights, etc.); demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing.

Vision - In-depth understanding of the Mission's mandate and strategic direction and ability to translate it into a results-oriented work programme.

Judgment/Decision-making - Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives.

Creativity - Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

Commitment to Continuous Learning - Keeps abreast of new developments in the field of expertise.

Technological Awareness - Advanced computer skills, including proficiency in word processing.

Communications - Excellent and effective communication (verbal and written) skills, including ability to make and defend recommendations; diplomacy and tact; ability to persuade people with varying points of view; present information in a concise and accurate manner; ability to convey difficult issues and positions to senior officials.

Teamwork - Excellent inter-personal skills with an ability to foster teamwork, encourage initiative and inspire and supervise staff in a multi-cultural, multi-ethnic, mixed gender environment with sensitivity and respect for diversity; integrity, tact and strong interpersonal skills.

Negotiation Skills - Effective negotiating skills and ability to work with others to reach mutually beneficial and lasting agreements.

Qualifications

EDUCATION

Advanced University Degree (Masters or equivalent) in Political Science, International Relations, Social Science, Law or a related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

At least 15 years of progressively responsible experience, as well as excellent and proven management skills. Extensive experience

in electoral administration and systems. Sound knowledge of the challenges of peacekeeping and UN rules and procedures. United Nations experience, in particular field experience with a United Nations peacekeeping operation and/or professional experience with an UN agency is highly desirable.

LANGUAGES

Fluency in spoken and written English and French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be required.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the two working languages of the United Nations Secretariat.