



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Post Information

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| <ul style="list-style-type: none"> • Post title: Chief Technical Specialist – Elections • Post Number: • Type of contract: FTA International • Duty Station: Maputo, Mozambique | <ul style="list-style-type: none"> • Current grade:ALD4 • Proposed Grade: P-4 • Supervisor Grade: P5 |
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II. Organizational Context

In UNDP's efforts for fostering democratic governance, the project is designed to strengthen and improve the electoral processes for the 2009-2013 electoral cycle. This is within UNDP's current support for the country programme 2007-2011, in line with the approved UNDAF.

Following the general elections which took place in 2009, UNDP will support EMBs – National Electoral Commission (CNE) and National Secretariat of Electoral Administration (STAE)- in strengthening its capacities for better strategic planning and improvement of election administration. Specific deliverables include a strategic assessment of the electoral administration, a medium term development strategy for the STAE, an electronic register of voters, a new continuous training programme, a civic education and the revision of the current electoral law. In this context, many activities of this project will be implemented up to 2013, as such the project will provide assistance considering the electoral cycle approach with a focus on electoral events happening in 2013 and 2014. The strategy is to provide focused and selected assistance in the different phases.

UNDP and International community provided substantial levels of support to the Mozambican national elections from 2004 to 2009. Significant progress has been made in the areas of electoral management, and Mozambique consolidated its democratic system and improved its electoral administration. However, the electoral system and processes in Mozambique are still evolving, and there is need for International assistance to help improve the quality, efficacy and accountability further for the national elections as part of a wider national agenda to consolidate democracy in the country. There is also need to carry out a reform on the electoral law and processes, in order to reflect recommendations of various electoral observation missions conducted in the recent elections.

Under the overall guidance of the Deputy Resident Representative (Programme), the CTA, who will be based at STAE, assisting the CNE and STAE, project team, and the UNDP CO to deliver expected project results with a special focus on consolidating institutional and technical capacity of STAE with the objective of better

managing electoral processes in the country. The CTA will work closely with the Secretary-General of STAE and its Directorates.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Provide top-notch expertise and advice to EMBs and UNDP in the development of policy, regulations, methodologies, tools, and working instruments for elections.
2. Design, develop and implement the UNDP programme for elections.
3. Institutionalise and maintain donor intelligence, strategic partnership and resource mobilization.
4. Undertake advocacy and information, education and communication (IEC).
5. Develop capacities of EMBs in an effective and sustainable manner.

1. Provide **top-notch expertise and advice** to EMBs and UNDP in the development of policy, regulations, methodologies, tools, and working instruments for elections.
 - Thorough analysis of the governance, political, and socio-economic situations of the country, esp. considering the current reform agenda of the government.
 - Identification of strategic and innovative areas of cooperation with interested development partners.
 - Development of policies and institutions that will address the country problems and needs of EMBs and in partnership with strategic partners.
 - Key contributions to knowledge management and communities of practice in elections and democratic governance.
 - Skills transfer and capacity development in EMBs through trainings, briefings, study sessions, etc.

2. **Design, develop and implement the UNDP programme for elections.**
 - Leadership and guidance in the formulation of any projects on elections, taking into account of the results achieved, constraints encountered, and lessons learned.
 - Strategic oversight of planning, budgeting, implementing and monitoring of the elections programme.
 - Effective monitoring, measuring the impact of the elections programme. Constant monitoring and analysis of the emerging country context, timely adjustment of the programme.
 - Effective follow-up to the findings and recommendations of the past UNDP support for elections, as well as the audit and its recommendations.
 - Teamworking with the staff in EMBs, UNDP colleagues, and key stakeholders.
 - Provision of strategic advice in the formulation, implementation and revision of the project workplans and related budgets.
 - Expert advice in the formulation of the new UNDAF and the UNDP country programme, in relation to democratic governance and elections.

3. Institutionalise and maintain **donor intelligence, strategic partnership and resource mobilization.**
 - Establishment of the framework of scanning donors' new aid environment to determine areas of priorities for EMBs and UNDP with particular reference to institutional development. This is based on the areas of cooperation and priority areas.
 - Development and implementation of partnerships for achieving effective resource mobilization to achieve programme outcomes.

<ul style="list-style-type: none"> • Establishment and coordination of partnership with UN agencies, international financial institutions, bilateral and multilateral donors, government institutions, organized private sector, CSOs and other stakeholders. • Critical contribution to the stakeholder consultations and bridging the potential gap between the EMBs and development partners. • Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation and identification of opportunities for cost-sharing. • Contribution to the establishment of cooperation and inter-change between EMBs and key national and international partners.
<p>4. Undertake advocacy and information, education and communication (IEC).</p> <ul style="list-style-type: none"> • Facilitation of the process of creating and raising the level of awareness on issues emerging in elections. • Creating high-level advocacy on pertinent development policies and programmes in relation to elections across the representatives of top echelon of the country's stakeholders. • Determining appropriate media of reaching out to the public and design strategies for reaching the targets. • Success and best practices generated and communicated, with the aim of informing the national-level policy and political dialogue in elections. • Promotion of South-South collaboration in support for exchange of information and experience with other countries. • Advice UNDP on significant policy measures undertaken by the government and EMBs in the field of elections.
<p>5. Develop capacities of EMBs in an effective and sustainable manner.</p> <ul style="list-style-type: none"> • Support EMBs in assuming leadership and strategic oversight of the electoral process; • Provide strategic advice for the ongoing discussion of the electoral reform including the legal reform, taking into account of the results of the national and international electoral observation missions; • Effective application of the Results-Based Management (RBM) tools, establishment of management targets and monitoring and achievement of results; • Provision of strategic advice in the formulation, implementation, and revision of the EMB planning and budgeting system; • Ensure effective monitoring and impact evaluation of the elections programme, introducing adjustments to programme design and implementation strategies as/when necessary; • Guide, mentor and encourage the professional development of personnel in EMBs with a view to ensure full national ownership; • Support the development of reporting systems and the elaboration of consolidated annual progress reports of the elections programme; and • Support effective liaison and coordination with UNDP and other Development Partners to ensure a coordinated, harmonized, and integrated approach which guarantees ongoing financial and technical support for its development and consolidation.

IV. Impact of Results

- The presence of a CTA aims to provide clear strategies, targets and deliverable options on ways for UNDP to move ahead and work with a range of partners in relation to UNDP's electoral supports to the EMBs, and link them to the needs of the EMBs in particular and Government in general.
- Capacity of CNE/STAE in election planning, budgeting, organization and management

strengthened.

- Stable and sustainable electoral cycle institutionalized.
- The electoral reform including the legal reform realized and finalized.
- Effective communication with the public improved, ensuring a good flow of information on elections.
- Improved civic and voter education, particularly in rural areas.
- Capacity of civil society organizations (especially women's) strengthened to contribute to efficient electoral process.
- Resource (technical and/or financial) mobilized in relations to the needs and scope of works of the EMBs on the forthcoming Elections.

V. Competencies

Corporate Competencies:

- Promotes the vision, mission and strategic goals of UNDP.
- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:**(1) Technical knowledge**

- Demonstrates a good understanding of elections in Mozambique.
- Exhibits a good knowledge of institutional and capacity development issues.
- Displays process, transparency, and accountability in the country.

(2) Development and Operational Effectiveness

- Ability to lead and contribute to strategic planning, change processes, results-based management, work planning and reporting.
- Ability to formulate and manage budgets, oversight of implementation, monitoring and evaluation of development projects.
- Ability to apply development theory to the specific country context to identify creative, practical approaches to overcome challenging situations.
- Ability to build and sustain effective partnerships with UN agencies and development partners, advocate effectively, communicate sensitively across different constituencies.
- Ability to mobilise resources and undertake cost-recovery.
- Ability to implement new systems and effect behavioural and attitudinal change.

(3) Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture
- Has good knowledge on UNDP programme and operational issues
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.
- Has knowledge of UNDP/UN policies and programmes in support for elections.

(4) Management and Leadership

- Builds strong relationships with stakeholders and clients, focuses on impact and results for clients, and respond positively to feedback.
- Ability to establish effective working relations in a multicultural team environment
- Excellent interpersonal skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills including the ability to convey complex concepts in a concise way;
- Demonstrates capacity to communicate effectively; resource management; capacity to plan and organise programmes effectively;
- Demonstrates resourcefulness, initiative and mature judgement
- Demonstrates openness to change and ability to manage complexities
- Patience to work under pressure and maintains positive outlook and humour.

VI. Recruitment Qualifications	
Education:	Master's degree or its equivalent in political or social sciences, international relations, international law, public administration or related fields. A university degree with a long electoral experience would be an asset.
Experience:	Minimum 7 years of relevant experience at national and/or international level in providing development management services with particular reference to designing and management of the programme in support for elections. Experience in the African region including Mozambique would
Language Requirements:	Excellent written and communication skills in English. The Portuguese language skills, and/or Spanish/Italian/French, would be an added advantage.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title Naomi Kitahara/DRRP	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date