

ELECTORAL DIVISION

TERMS OF REFERENCE

Electoral Officer - Assistant to the Director, Operations Section (P-3)

TASKS

Under the direct supervision of the Director of Operations of the MONUC's Electoral Division (ED), and in close collaboration with the Field Support Unit, the incumbent will assist the Director, Operations Section, in planning and coordinating the operational activities of the MONUC's Electoral Division in training, civic education, information/media, registration, nomination and polling.

He/she will therefore, in close collaboration with the Independent Electoral Commission (IEC) and with the aforesaid team, be responsible for the following duties:

- Assist with the development of different electoral documents (procedures, manuals, guidelines...);
- participate in the development of electoral operations plans, supervise and coordinate their implementation;
- report to the Director, Operations Section, as required, on the ongoing operational activities;
- assist the IEC counterparts with regard to planning, management and implementation of the electoral operational plans;
- assist the Director, Operations Section, to build capacity of IEC counterparts by providing advice on electoral operational strategies;
- contribute to the definition of operational procedures and their practical implementation; and
- execute any other task given to him by the Director, Operations Section.

SKILLS

- Thorough knowledge of electoral systems and procedures, intimate technical knowledge of electoral field operations.
- Excellent planning and coordination skills; ability to supervise and animate the activities of a multidisciplinary team.
- Good knowledge of the rules and procedures of the UN agencies.
- Fluency in spoken and written French and English.
- Excellent writing and presenting skills, scheduling and work organization. Good computer skills.
- Flexibility and willingness to live and work in hazardous conditions involving physical hardship and little comfort. Capacity to adapt to the host country's specific realities, capacity to cooperate harmoniously with people from different cultural backgrounds.
- Possession of a valid international or national driver's license.

QUALIFICATIONS

- Academic level: university degree (Masters or equivalent) in political or social sciences, international relations or law, history, public administration or other related fields.
- Professional experience: at least 5 years' experience in the field, in particular in developing countries, experience acquired in the context of multilateral or international field missions being privileged. Previous experience in electoral administration or involvement in operations or projects in the electoral field.