



UNITED NATIONS DEVELOPMENT PROGRAMME Terms of Reference

Position Information:

Job Code Title:	External Relations Specialist (P-4)
Organizational Unit:	UNDP ELECT
Type of Appointment:	International, FTA
Duration:	One year
Number of Position(s)	One
Duty Station:	Kabul, Afghanistan

Context:

Years of conflict have damaged Afghanistan's economic, political, physical, social and institutional structures. Reconstruction demands a secure environment in which there is credible leadership and enforced rule of law. Strong, legitimate and effective public administration structures, responsive to the needs of ordinary citizens - including the poor - are a precursor to any sustainable development. To this end, UNDP supports Afghan electoral institutions so that they can become more effective vehicles for development.

The UNDP ELECT project (2006 - present) lent technical and operational assistance to Afghan electoral bodies throughout the 2009 Presidential and provincial council elections; and the 2010 parliamentary elections. This included the establishment of Independent Electoral Commission (IEC) offices throughout Afghanistan's 34 provinces.

While processes were strictly Afghan-led, Afghanistan does not yet have the capacity - particularly the financial capacity - to sustain its electoral institutions, independently. In order that progress made to date should not be reversed, UNDP will lend financial and capacity-building support to the IEC and its provincial offices.

Continuing long-term assistance through support to capacity building of national electoral authorities during and beyond 2011 is in accord with Security Council Resolution 1917 (2010). This assistance is closely coordinated with UNAMA, UNDPKO and EAD.

Specifically, and as a means to contribute to its goal of long-term capacity development, future ELECT (II) programming will seek to:

- Build on the achievements made, to date, in establishing an efficient, Afghan-led Independent Electoral Authority;
- Support the IEC in the transition from internationally-supported institution to self-sustaining institution; and
- Provide technical and operational capacity-building assistance, with a view to sustain and transfer knowledge to Afghans.

Functions / Key Results Expected:

Primarily, the External Relations Specialist will support the IEC to design, implement, manage and monitor its external relations strategy. The External Relations Specialist will aim to build the capacity of IEC counterparts so that, ultimately, they are better able to carry out these activities, successfully and independently. In addition, the External Relations Specialist should ensure a gender component at both strategic and implementation stages, with a view to encourage the widest, most inclusive participation in election-related activities.

The External Relations Specialist will be part of a team of Project Management Unit advisors and will be supervised and guided by the Project Coordinator. Under the supervision of the ELECT Project Coordinator and liaising directly with an IEC designate. The External Relations Specialist will:

- Advise and support the IEC to identify goals relating to the IEC as an electoral institution (and ultimately enhancing its reputation, credibility and ability to conduct elections); and determine key messages.
- Advise and support the IEC to formulate an official strategic plan as a means to effectively communicate key messages to the widest public audience.
- Advise and support the IEC to plan external relations activities, including rationale, budget and other required resources, timeline and delegation of responsibilities.
- Advise and support the IEC to implement external relations activities; advise and assist as necessary.
- Advise and support the IEC to identify key performance indicators (KPIs).
- Advise and support the IEC to produce regular evaluative reports, drawing on these KPIs and including narrative and analysis; and to adapt strategy and implementation as and when necessary.
- Liaise with the UNDP ELECT Capacity Development Specialist to assess needs of staff and to organize opportunities for training and education, as appropriate.
- Provide UNDP ELECT with regular reports and progress updates, as requested.

Impact of Results:

The key results have an impact on the overall ELECT efficiency in providing advisory services and success in strategy development and planning for IEC staff capacity development and institutional consolidation. Accurate, thoroughly researched and documented electoral advice ensure client satisfaction and enhance UNDP credibility in the area of support to electoral field coordination.

Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Treats all people fairly without favoritism;
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi – cultural, multi – ethnic environment with sensitivity and respect for diversity; good leadership skills and ability to form a team effort;
- Ability to identify and analyze client's needs and provide appropriate solutions to meet business requirements.

Functional Competencies:

Knowledge, Management and Learning:

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning and applies newly acquired skills;
- Ability to perform with minimal supervision and work under pressure of frequent and tight deadlines;
- Ability to plan, guide tasks and undertakings in coordination with team leader.

Development and Operational Effectiveness:

- Demonstrates planning and organizational skills and the ability to coordinate the work of others;
- Ability to lead formulation, oversight of implementation, monitoring and evaluation of development projects;
- Works to meet tight deadlines and handle multiple concurrent project/activities;
- Ability to convey complex technical concepts and recommendations to non-technical staff at senior levels, both in oral and in written form in a clear and concise style.

Leadership and Self-Management:

- Supervisory skills and ability to coach, monitor and develop staff;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to plan and secure resources;
- Excellent communication skills;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situation;
- Ability to work in a multicultural environment with sound understanding and capability to empower and develop the capacity of national counterparts;
- Advanced computer skills and strong knowledge of various software including Excel, Power Point and Word.

Qualifications and Experiences:

Education: Master's Degree in Communication and Media Studies, International Relations, International law, Political Science or any other related field;

Experience: Minimum 5 years of experience in designing and implementing External Relations strategy for an Electoral Management body;

Language Requirement: Fluency in English and excellent writing skills are required; in addition to another UN language. Fluency in Dari/Pashto is an asset.

Previous experience in Afghanistan will be a distinct advantage.

Knowledge on Afghanistan's culture, tradition and Islamic context is an advantage.

Signatures- Job Description Certification

Incumbent *(if applicable)*

Name

Signature

Date

Supervisor

Name

Signature

Date

Chief Division/Section

Name

Signature

Date