



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Post Information

Post Title:	Chief Technical Adviser / PACE
Type of contract:	FTA
Pre-classified Grade:	P 5
Assignment location:	Kinshasa/DRC
Focal Point :	http://jobs.undp.org
Duration :	One year
Supervisor:	Deputy Country Director/Programme
Deadline:	16 April 2010

II. Organizational Context

The Congolese people expressed a particular interest towards the 2005 and 2006 elections. Over 25 million citizens voted from 30 July 2005 to 29 October 2006 for the elections of the President, National and Provincial assemblies. The constitutional referendum and the combined elections of December 2005, July and October 2006 are globally considered by different local and international observation missions and other stakeholders as free, fair and reflecting the will of the Congolese people.

These elections enabled the DRC to emerge from the Transition period, the post-conflict political phase characterised by a system of power sharing among institutions that lacks representative legitimacy, and enter a phase of democratic legality characterised by the establishment of institutions that have received a mandate from the population.

Several steps in the electoral process in the DRC have therefore been completed, and the country is moving towards preparations for local elections and the preliminary creation of the National Independent Electoral Commission (NIEC), an institution to which the new Constitution (Art. 211) entrusts the task of organising future elections. The NIEC will have a permanent status and replace the Independent Electoral Commission (IEC), a temporary institution supporting the Transition period and destined to phase out at the end of its mandate.

The PACE project (Projet d'Appui au Cycle Electoral) sets a new stage in the electoral assistance provided in 2005 and 2006 by UNDP through the Support to the Electoral Process Project (APEC). Until now, the resources managed by UNDP were earmarked for voter identification and enrolment operations as well as organising the aforementioned votes. The new PACE project is part of UNDP's Political Governance programme and aims to support the 2008-2012 Congolese election cycle. It is therefore targeting, among other things, the organisation of the next local, legislative and presidential elections in DRC.

Supporting the forthcoming Congolese election cycle is clearly a political governance action and electoral assistance must take into account the election phases as well as their intervals. Therefore, preparatory and post-election activities are as important as the elections themselves, and support activities are needed before, during, and after the elections in order to take into account the lessons learned, developed capacities and the institutional memory aiming at improving the Congolese electoral processes.

The goal of the project is to support the preparation of future elections in the DRC, support the establishment of a democratic culture and the strengthening of the electoral system. This will be achieved through NIEC's command, maintenance and use of the technological tools and operational knowledge that the IEC gained during the Transition period.

These objectives include the sustainability of know-how and the development of the short and long-term capacities of NIEC and civil society organizations involved in electoral observation, communication and women's participation in elections and politics. At this stage of the implementation, UNDP is hiring the Chief Technical Adviser of the PACE Project.

Under the authority of the Country Director and direct supervision of the Deputy Country Director/Programme, the Chief Technical Adviser (CTA) will be responsible for implementing and administering the Project. He will work in close consultation with the UNPD programme unit, the Team Leader Governance Unit, the NIEC and, through the NIEC itself, with other

stakeholders in order to promote the most credible and transparent electoral process possible. It is understood that instructions will only be taken from the United Nations.

III. Functions / Key Results Expected

1. Coordination : The CTA will be responsible for the implementation of activities as well as the supervision of the following:

- Set up of the Project Management Unit for the electoral cycle
- Ensure with effectiveness the administrative and technical management of the Project
- Supervise and coordinate the actions and activities of the Electoral assistance Unit comprised of high levelled Experts and personnel support
- Ensure effective cooperation and coordination of all Project units with various departments of the National Independent Electoral Commission (NIEC) and the Electoral Division of the United Nations Mission to Congo (ED/MONUC). Supervise activities of PACE experts and support staff assigned to the NIEC
- Elaborate a work plan as well as an implementation plan of action of the different components of the Project
- Coordinate and elaborate the implementation of the logistical plans, communication, training , training support to CENI and its structures, Ministries of Interior and Security as well as the Civil Society Organization
- Coordinate the organization of seminars and training or reinforce actors/ facilitators capacities building on the electoral process
- Establishment of the ways of collaboration with potential partners (all stakeholders including donors, etc.), resource mobilization system and appropriate operational partnership arrangements

2. Electoral Support :

- Provide technical advice to High levelled actors/or mediators (Ministers, CENI, political parties, media and Organizations of the Civil society) on the electoral review process
- Provide electoral and technical advisory support to UNDP staff: RR, CD, DCD, programme officers involved in Governance Programme within UNDP Country Office
- Assist with the planning and the implementation of electoral activities throughout the different phases.
- Elaborate the Term of References and assure that all necessary support are set for the foreseen consultations missions
- Plan and assist periodic evaluation missions and making sure to provide necessary assistance and support to the missions
- Ensure the permanent support and follow up of the project activities.
- Supervise the procurement process for electoral material and equipment and ensure their safe storage before their deployment.
- Ensure in all circumstances that the Project does not compromise the credibility of the UN System, the country's interests and partners implicated in the process
- Provide all sensitive and targeted counselling to the process
- Liaise and foster strategic cooperation with other partners to reinforce the dialogue between the stakeholders of the process

3. Reporting :

- Elaborate and submit periodic reports on the progress of the Project to the UNDP and his Partners;
- In collaboration with UNPD office, plan and coordinate meetings with partners to submit reports or documents in liaison with the electoral process;

4. Fundraising/Resource mobilization:

- Contribute to the mobilization of funds with partners for additional resources to the electoral process
- Provide strong fundraising arguments to donors/ or stakeholders
- Perform other relevant duties as required by the Resident Representative or Country Director of UNDP

IV. Impact of Results

The key results have an impact on the PACE Project management efficiency and success of the whole Electoral Cycle. In particular, the key results have an impact on the delivery of:

- UNDP's credibility as execution agency of the UN system
- Host country's effort to meet the MDGs
- Coordination of stakeholders' effective support – participation to the electoral cycle.
- Effective support of PACE Project electoral assistance to NIEC

V. Competencies

Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability Plans, prioritizes, and delivers tasks on time

Results-Oriented and Development Effectiveness:

- Plans and produces quality results to meet established goals
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Ability to formulate and manage budgets, manage transactions, conduct financial analysis and reporting

Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Sets clear performance goals and standards; executes responsibilities accordingly

Innovation & Judgment

- Conceptualizes and analyses problems to identify key issues, underlying problems and how they relate
- Contributes creative, practical ideas and approaches to deal with challenging situation
- Strives for quality client-centered services (internal/external) when making decisions and taking action

Job Knowledge & Expertise

- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- Uses ICT and web-based management systems effectively as a tool and resource
- Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications

Education:

Master's in Social Sciences, (PhD preferred) Management, Administration, Law or related fields;

Experience:

- At least ten years of professional experience in public administration;
- Experience in Projects management with the United Nations System at the international level;
- Good knowledge of the political environment, administration of developing countries particularly countries of the west African region;
- Good knowledge on the organization of elections in Africa;
- Good knowledge on the management of the electoral processes during and post conflict;
- Polyvalent in different tasks relating to the electoral process;
- Ability to work under pressure in a multicultural and complex environment;
- Excellent editorial capacity in French;

	<ul style="list-style-type: none"> - Ability to produce reports and high levelled political analysis; - Capacity to dialogue with electoral and high levelled political and Administrative Officers as well as donors from the international community; - Have previously worked as CTA in the framework multi donor projects; - Fair understanding of electoral engineering, in particular of the state of electoral and wider governance reform in Congo would be an advantage;
Language Requirements:	<p>Fluency in French mandatory. Fluency in English, an asset.</p>

FEMALES CANDIDATES WITH SUITABLES PROFILE ARE STRONGLY ENCOURAGED TO APPLY.