

CTA TERMS OF REFERENCE



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Post Information

Post Title:	Chief Technical Adviser
Type of contract:	FTA
Pre-classified Grade:	P5
Assignment location:	Sana'a, Yemen
Focal Point :	http://jobs.undp.org
Duration :	
Supervisor:	
Deadline:	

II. Background

The original EC-UNDP Joint Electoral Assistance Project in Yemen aimed: to build the capacity of electoral institutions to conduct mandated functions particularly the SCER, to support the legal reform process and to increase women participation in the electoral process. Due to the unexpected two-year postponement of the April 2009 Parliamentary Elections that the project was built around and expected to support. The project objectives and activities have been broadened to focus on strengthening overall democratic awareness and cultures on the Yemen society through support to democratic systems rather than focusing on a single electoral event that might or might not be organized at the fore seen time.

The Chief Technical Advisors prime responsibility will be to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The Chief Technical Advisors will be responsible for the day-to-day management and decision-making for the project and will have the authority to run the project on a day-to-day basis on behalf of the Project Board and within the constraints laid down by the Board.

III. Duties and Responsibilities

- Ensure proper oversight of project activities and results
- Plan the activities of the project and monitor progress against the initial quality criteria

- ❑ Responsible for project administration
- ❑ Monitor and update the Risks and Issues logs according to Project Board decisions
- ❑ Monitor events as determined in the visibility & Communication Plan and update the plan as required
- ❑ Monitor financial resources and accounting to ensure accuracy and reliability of financial reports
- ❑ Manage the transfer of project documents, files, (equipment and materials where applicable) to appropriate authorities
- ❑ Provide advice and direction on strategic and policy issues and ensure gender sensitive activities are integrated in the project plan and implementation strategy
- ❑ Continuously review the project status and provide strategic and policy advice to the Project Board on required follow up and or corrective action
- ❑ Provide direction and guidance to stakeholders on UNDP implementation modalities
- ❑ Provide technical advice in the design and implementation of project activities
- ❑ Organize the technical committee meetings and provide the necessary technical advice to ensure proper design and implementation of project activities
- ❑ Advise the technical committee in the design of annual work plans, time lines for specific activities and budgets
- ❑ Draft TORs and work specifications, identify appropriate international consultants and supervise performance of defined tasks
- ❑ Ensure good coordination and collaboration with suppliers, senior beneficiaries and other implementing partners
- ❑ Liaise with UNDP, donors and other stakeholders and the Project Board to assure the overall direction and integrity of the project
- ❑ Identify and obtain any support and advice required for the management, planning and control of the project;
- ❑ Provide progress reports to the Project Board, or through other oversight mechanisms established.
- ❑ Provide regular briefings and written reports to UNDP senior management, donors and other stakeholders
- ❑ Prepare the Project Quarterly Progress Report (progress against planned activities, and submit the report to the Project Board and Project Assurance
- ❑ Prepare the Annual review report, and submit the report to the Project Board and Project Assurance
- ❑ Ensure that all Atlas accessible reporting items are met and reported against in coordination with UNDP Programme Officer.
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V. Competencies

Technical Support :

- ❑ Technical knowledge and expertise regarding electoral processes is indispensable.

Leadership :

- ❑ Serves as a role model that other people want to follow, is proactive in developing strategies to accomplish objectives, does not accept the status quo; shows the courage to take unpopular stands.
- ❑ Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Client Orientation :

- ❑ Ability to establish and maintain productive relations with clients, identifies clients needs and matches them to appropriate solutions, keeps clients informed of progress and setbacks in the project, meets timelines for delivery of products or services to clients.

Communication :

- ❑ Capable of writing clearly and concisely and excellent oral communication skills.
- ❑ Exhibits interest having two way communications, demonstrates openness and sharing information and keeping people informed.

Team work:

- ❑ Works collaboratively with colleagues to achieve organizational goals.
- ❑ Solicits input from colleagues and is willing to learn from others.
- ❑ Places team agenda before personal agenda.
- ❑ Supports and acts in accordance with final group decision even when such decisions may not entirely reflect own position.
- ❑ Shares credit for team accomplishments and accepts responsibility for team shortcomings

VI. Recruitment Qualifications

Education:

Advanced University degree in the areas of international relations/post-conflict development, social science, international law, economics or related discipline.

Experience:

- ❑ A minimum of ten (10) years of progressively responsible experience in election related field at both national and

	<p>international levels in advisory, managerial and technical positions</p> <ul style="list-style-type: none">❑ Prior experience working on EU-UNDP Joint Electoral Assistance projects would be highly advantageous.❑ Knowledge of UN/UNDP operations and programmes and familiarity with UNDP programme execution rules and regulations is an asset.❑ Excellent computer skills.
Language Requirements:	Fluency in English and ability to draft and edit project documents, proposals, correspondences, briefings and presentations in English. However, knowledge in Arabic language is an asset.