



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Post Information

Post Title: Legal Specialist, Elections
Location: Monrovia, Liberia
Vacancy Type:
Application Deadline:
Type of contract: TA International
Post Level: P-4
Languages Required: English
Starting Date:
Duration of Initial Contract: Eleven months
Expected Duration of Assignment: Eleven months

II. Background

The Republic of Liberia held a Referendum and Presidential and Legislative Elections in 2011. The 2011 elections were supported by the international community and by UNDP in particular. Future electoral processes will not have such support, meaning that Liberia must strengthen its National Elections Commission further to conduct future electoral events in a competent and sustainable manner.

This project therefore aims to further deepen the democratization process in Liberia, with specific emphasis on improving electoral institutions, processes and laws. In this context the Legal Specialist will contribute to strengthening the capacity of the legal department of electoral management body; enhancing electoral processes; and improving conformity of the legal and administrative framework with international standards.

The project is designed within the framework of a "One UN", drawing on the expertise and mandates of various UN actors to deliver assistance throughout the electoral cycle with contributions from regional organizations and donors such as the African Union, ECOWAS, Japan and the European Union. This document also encapsulates all the activities carried out by other key partners such as the International Foundation for Electoral Systems (IFES), an important implementing agency of USAID funded projects. Close coordination will be established to harmonize the activities described in the project.

Under the guidance and supervision of the Chief Technical Adviser, the Legal Specialist will assist and advise on both electoral and general legal issues. The Legal Specialist will work closely with NEC in providing advice, assistance and support in the development of the regulatory and procedural frameworks.

III. Duties and Responsibilities

Legal Specialist will be responsible for the achievement of the project output relating to the enhancement of legal capacity of National Election Commission of Liberia (NEC).

Key Responsibilities:

- Advise Legal Section of NEC in executing its statutory duties and functions: to represent NEC before courts of Liberia, advise Board of Commissioners on legal matters, submit to the Board of Commissioners written legal opinions when required.
- Advise NEC in Legal reform process and assist Board of Commissioners in drafting and revising

- regulations, guidelines, and other legal documents as necessary for electoral operations and also to align with the existing constitutional and statutory requirements.
- Strengthen structural capacity of legal section, define duties and responsibilities of legal section staff, and assist in division of functions and elaborating terms of reference for each staff member.
 - Build internal communication and accountability structure within legal section and sound communication mechanism with other departments of NEC as well as other stakeholders.
 - Strengthen capacity of legal section in filing, electronic communication, legal research, legal drafting.
 - Advise newly established hearing office of NEC in institutional building, staff capacity and resource development.
 - Provide guidance in establishing sustainable and credible dispute resolution mechanism within NEC.
 - Provide expertise and necessary training for training section, hearing office and Election Magistrates on various election and management related issues in order to improve their skills in responding institutional and statutory needs and obligations of NEC.
 - Train election magistrate on hearing procedure and duties related to legal activities according to election law.
 - Advise in drafting decisions of chief hearing officer and board of commissioners.

IV. Competencies	
Corporate Competencies:	
<ul style="list-style-type: none"> • Demonstrates integrity by modeling the UN's values and ethical standards • Promotes the vision, mission, and strategic goals of UNDP • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability 	
Functional Competencies:	
<ul style="list-style-type: none"> • Communication and interpersonal skills required for collaboration with election administration as well as various electoral stakeholders. • Ability to prioritize work and produce the required outputs in the given timeline. • Ability to advise effectively, mentoring as well as conflict resolution skills. • Substantive knowledge and experience working in the electoral support and democratic governance. • Strong oral and written communication skills. • Excellent training and presentation skills. • Excellent drafting and analytical skills. 	

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Advanced degree in Law or other related field.
Experience:	<ul style="list-style-type: none"> • Minimum 7 years of experience working in the areas of electoral assistance or Democratic Governance. • Extensive knowledge and work experience of electoral administration and management with specific experience in legal assistance.

	<ul style="list-style-type: none"> • Experience in advisory role, especially knowledge of Liberian electoral legal framework is advantage. • Good knowledge of cross-cutting democratic governance issues, such as gender mainstreaming, capacity development and aid effectiveness.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English. • Excellent verbal and written communication skills.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.