

## ELECTION ADVISOR

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Location :	Tunis, Tunisia
Application Deadline :	May 20, 2011
Type of Contract :	TA
Post Level :	P5
Languages Required :	French and/or Arabic, English
Starting Date :	June 1, 2011
Expected Duration of Contract :	Five (5) months

## Background

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The current roadmap for the political transition in Tunisia includes elections for a constituent assembly on 24 July. The Assembly will have three roles:

- Prepare a new constitution, which among other things will determine if the strong Presidential system is maintained or moves are made towards a system with greater parliamentary authority;
- Act as an interim parliament; and
- Nominate an interim government, to be in place until elections are eventually held under the new constitution.

The UN has received a request from the interim government “whose principle mandate is the organization of transparent, free and democratic elections” to receive electoral support from the UN. The electoral management body, as soon as this is created, will be the immediate first priority. A number of other international actors are engaged in providing electoral assistance. As a result, the issue of co-ordination of electoral assistance will be important in the coming months.

## Duties and Responsibilities

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Under the direct supervision of the Deputy Resident Representative<sup>1</sup>, the Election Specialist will provide technical support for UNDP’s early electoral support activities in Tunisia. The main area of focus will be on capacity development of the new Tunisian electoral institutions. She/he will ensure the strategic direction of activities, coordinate the operational activities and monitor outputs in this area.

Specific duties include:

- In the short term, and until a Chief Technical Advisor (CTA) is in place, provide advice on demand to the decision and policy makers in Tunisia on a wide range of electoral issues, including electoral management models, legal texts, electoral system design, voter registration and other issues, based on international good practice.

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<sup>1</sup> Once the Chief Technical Advisor is appointed, the Electoral Advisor will report directly to him/her.

- Serve as UNDP's principal technical representative in election-related coordination meetings with national and international stakeholders in the immediate term and until the CTA is in place.
- As part of core tasks, conduct capacity development activities with the electoral institutions of Tunisia, including BRIDGE training for the new commissioners and secretariat (depending on the model selected) of the independent electoral commission.
- Provide advice to the electoral institutions on international best practice, legal and international human rights and equal opportunity standards in employment that reflect gender equity principles and practices that pertain to electoral management bodies.
- Mainstream gender concerns within the electoral commission's policies and departmental programmes, including external relations and outreach programmes.
- Provide advice on and support strategies for the electoral commission to increase women's participation in the electoral process and administration.
- Provide support to civil society, media and political party elements of the electoral assistance as and when necessary.
- In consultation with UNDP operations, ensure that suitable business processes for electoral assistance are in place.
- Perform other tasks and duties as requested by the supervisor.

## Competencies

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### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of the project.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

### Functional Competencies:

- Knowledge and expertise in democratic governance, electoral assistance and democratization.
- The candidate should have significant experience in providing practical advice to policy makers; be able to work well with counterparts in government, electoral management bodies, civil society, political parties, and the donor community; and know how to contribute to building national capacity for development.
- Strong communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and computer technology. While representing UNDP views, the candidate should also be able to provide coordination among the UN family of agencies.
- Demonstrates sound knowledge of UN rules, regulations, policies, procedures and best practices in the electoral assistance field.
- Excellent negotiation and representational skills, at senior level (with international organizations and/or diplomatic missions).
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner.
- Demonstrates strong intellectual and operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, specifically to

- EMBs and civil society organizations.
- Demonstrates openness to change and ability to manage complexities. Demonstrated ability to multitask under pressure and to meet strict deadlines often under hardship conditions.
  - Excellent organizational skills and ability to work effectively in teams, delivering through and with others.
  - Self-management, including conflict management/negotiating skills.

## Required Skills and Experience

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- Masters degree in Political Sciences, Law, International Relations or related field.
- Minimum 10 years specialized experience in international context, in election observation, electoral assistance and democratization, majority of which must be in electoral assistance and at least six of which involve programming, formulation, management and advice on electoral assistance activities at a senior level.
- Strong technical knowledge of the field of electoral assistance, as well as a general knowledge of cross-cutting democratic governance issues that are often addressed through electoral cycle or deepening democracy programmes.
- Strong networks within the international electoral assistance community, and demonstrated leadership in the field of electoral assistance.
- Experience in working with transnational and emerging democracies and post-conflict environments an asset.
- Fluency in French and/or Arabic, as well as English.