

ELECTORAL MEDIA SPECIALIST, ELECTORAL PROGRAMME, UNDP-IRAQ

Location :	Baghdad, IRAQ
Application Deadline :	12-Apr-12
Type of Contract :	FTA International
Post Level :	P-4
Languages Required :	English
Duration of Initial Contract :	One year

Background

UNDP, as part of its governance programme, is working to strengthen electoral processes in Iraq. This includes provision of electoral technical assistance, support to the institutional development of the Independent High Electoral Commission (IHEC) responsible for conducting elections, and the promotion of inclusive and accountable participation in electoral processes by all stakeholders, including voters, civil society organizations, media and political entities.

All activities take place in close cooperation with the IHEC. According to Iraq's constitution, the IHEC is a professional, governmental, independent, neutral and autonomous institution, subject to the supervision of the Council of Representatives. It has all authorities to conduct elections in Iraq.

The electoral programme is also implemented through strong partnerships between UNDP, UNAMI, UNOPS and UNESCO as part of the International Electoral Assistance Team (IEAT).

Duties and Responsibilities

Under the authority of the Resident Representative, the Country Director, the Deputy Country Director/Programme and the Deputy Resident Representative/Operations;
Under the overall supervision of the Governance Programme Team Leader;
Under the direct supervision of the UNDP Electoral Programme Advisor and UNAMI Chief Electoral Advisor.

All UN electoral support in Iraq takes place under the umbrella of the UNAMI-led International Electoral Assistance Team (IEAT). UN agencies and UNAMI work in close cooperation as part of the joint IEAT.

As part of the International Electoral Assistance Team (IEAT), the Electoral Media Specialist advises and supports Iraq's Independent High Electoral Commission (IHEC) in the development and implementation of electoral media and communications strategies, which engage media and other stakeholders with a view to promoting participation and strengthening understanding and trust in electoral processes.

The Electoral Media Specialist works closely with Iraqi counterparts of the IHEC, media representatives and other Iraqi stakeholders, as well as UNDP, UNAMI and other IEAT electoral advisors in performing the following:

- Provide guidance and advice to the IHEC and to the IEAT on planning, developing and implementing a media and communications strategy for the IHEC.
- Provide guidance and technical advice to IHEC counterparts on media and public relations activities both national and provincial level, in particular to the External Media Section, Office of the Spokesperson and provincial office Media Units.
- Provide guidance and technical advice to the IHEC on all media and communications activities,

including development of relevant internal procedures, media relations, information provision (press releases, press conferences, call centre, use of print, audio/visual and new media etc), development of the website and media monitoring.

- Promote and encourage IHEC engagement and dialogue with the media, Iraqi media regulatory bodies and other relevant stakeholders.
- In close cooperation with the IEAT Public Outreach Advisor, advise the IHEC on the development and implementation of effective media and communications campaigns for specific electoral events, including the design and monitoring of the media plan.
- Promote incorporation of electoral best practices and suggest innovative and effective ways to conduct media and communications activities for electoral processes.
- In consultation with other relevant IEAT advisors, develop a media capacity building curriculum for IHEC staff; conduct on-job training as necessary.
- Promote appropriate coordination of IHEC media staff with other IHEC units, including finance, legal, administration, operations, translation and graphic design etc.
- Liaise closely with relevant stakeholders, including but not exclusively other UNAMI and UN agencies, other international agencies, and relevant Iraqi electoral stakeholders.
- Ensure that cross-cutting themes such as gender and human rights are incorporated into IEAT electoral support in the area of media and communications.
- Develop public information documents as necessary on behalf of the IEAT, and in coordination with UNDP and UNAMI public information offices.
- Provide regular reports on progress and activities.
- Undertake other tasks as necessary, as assigned by the UNDP Programme Advisor or UNAMI Chief Electoral Advisor.

Competencies

Corporate Competencies:

- Ethics and Values
- Organizational Awareness
- Developing and Empowering People / Coaching and Mentoring
- Working in Teams
- Communicating Information and Ideas
- Self-management and Emotional Intelligence
- Conflict Management / Negotiating and Resolving Disagreements
- Knowledge Sharing / Continuous Learning
- Appropriate and Transparent Decision Making

Functional Competencies:

Job Knowledge and Technical Expertise:

- Demonstrates thorough knowledge and understanding of media and communications strategies
- Experience in media production and understanding of use of media and new media in the design of electoral media plans and policies; possesses comparative knowledge of election administration in different countries
- Familiarity with electoral best practices and international standards in elections
- Ability to work independently and show initiative
- Establishes goals and priorities and is able to plan, coordinate and monitor own work plan
- Shows initiative and the ability to manage complex political situations
- Consistently approaches work with a positive, constructive attitude; promotes a knowledge sharing and learning culture in the office and with stakeholders
- Demonstrates commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work, and in electoral

processes.

Communication:

- Speaks and writes clearly and effectively; is able to communicate complex technical issues and ideas in a clear and concise manner
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match audience
- Communicates sensitively and effectively across different constituencies
- Demonstrates openness in sharing information and keeping people informed.

Conceptual innovation in the Provision of Technical Expertise:

- Actively seeks to improve programmes or services
- Offers new and different options to solve problems
- Promotes and persuades others to consider new ideas
- Takes calculated risks on new and unusual ideas
- Proven analytical and evaluative skills, and the ability to assess problems and formulate solutions
- Takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client-Orientation:

- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients' needs and matches them to appropriate solutions
- Focuses on impact and result for the client and responds positively to feedback
- Monitors ongoing developments inside and outside the clients' environment to keep them informed, anticipate problems and identify opportunities.

Required Skills and Experience

Education:

- Masters degree in Political Science, International Relations, Social Sciences, Public Policy, Public Administration, Media, Public Relations, Journalism, Communications or related field.

Experience:

- A minimum of 7 years functionally relevant professional experience
- Comparative experience in election administration, with specific experience in media, communications and/or public relations
- Experience in working directly with Electoral Management Bodies, with a focus on provision of technical advice and/or capacity building
- Experience in working in post-conflict or transitional countries; and experience in Iraq an asset
- Experience working with the UN, a UN agency or an international organization on electoral issues.

Language:

- Fluency in English both oral and written
- Working knowledge of Arabic an asset.

Other:

- Competent in usage of MS Office software programmes (MS Word, Excel, Powerpoint)
- The candidate should be able to work in hardship conditions
- The post requires considerable cultural and political sensitivity.

[Click here for important information for US Permanent Residents \('Green Card' holders\).](#)

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.