

ELECTORAL PROCUREMENT SPECIALIST, ELECTORAL PROGRAMME, UNDP-IRAQ

Location :	Baghdad, IRAQ
Application Deadline :	10-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 technical assistance to electoral processes, support to the institutional development of Iraq's Independent High Electoral Commission (IHEC), and the promotion of inclusive and accountable participation by all stakeholders.

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).

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 Procurement Specialist advises and supports Iraq's Independent High Electoral Commission (IHEC) in the development and implementation of effective procurement processes, to ensure the proper planning, coordination and execution of electoral procurement activities.

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.

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

- Provide policy guidance and advice to the IHEC Board of Commissioners and senior management and to the IEAT on procurement policies and strategies, in line with applicable Iraqi procurement legislation.
- Provide guidance and technical advice to the IHEC on procurement activities at both national and governorate level, including all phases of the procurement cycle, and the development of appropriate procurement procedures and practices, in accordance with IHEC regulations and Iraqi legislation.
- Provide support to the effective and accountable functioning of the IHEC Procurement, Bids

and Tenders Department, and promote a collaborative, client-focused, quality and results-oriented approach within the Department.

- Provide guidance to the IHEC on the development of appropriate procurement strategies for solicitation of goods and services in harmonization with the electoral calendar, and advise on the effective planning and implementation of procurement activities for specific electoral events.
- Formulate innovative solutions to resolve issues for complex procurement projects, especially for elections, taking into account market conditions and applicable legislation.
- Promote appropriate coordination of procurement staff with other IHEC sections, including finance, legal, administration, internal audit/control and operations staff.
- Liaise closely with relevant stakeholders, including but not exclusively, UNAMI and UN agencies, other international agencies, and other Iraqi government bodies.
- Promote incorporation of procurement best practices and provide recommendations on appropriate quality control and monitoring mechanisms for procurement activities.
- In consultation with other relevant IEAT advisors, develop a procurement capacity building curriculum for IHEC staff; conduct on-job training as necessary.
- Ensure that cross-cutting themes such as gender and human rights are incorporated into IEAT electoral support.
- 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 procurement principles and practices, and of electoral procurement processes; possesses comparative knowledge of election administration in different countries, and is familiar with electoral best practices and international standards in elections; able 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; has knowledge of project management and experience in project start-up; able to advocate and provide policy advice; consistently approaches work with a positive, constructive attitude; remains calm in stressful situations; 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.

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.

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; has 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; able to lead implementation of new systems and processes; is not bound by current thinking or traditional approaches.

Required Skills and Experience

Education:

- Master's degree in Business Administration, Management, Public Administration, Public Policy, Contract Law or related field.

Experience:

- A minimum of 7 years functionally relevant professional experience.
- Comparative experience in election administration, with specific experience in contracts, supply chain management and logistics
- 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 Requirements:

- 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.
- Female candidates are encouraged to apply

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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.