

ELECTORAL OFFICER (LEGAL ADVISER)

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UNAMI

As part of the International Electoral Assistance Team (IEAT), and under the supervision of the UN Chief Electoral Adviser or his/her designate, the Electoral Officer (Legal Adviser) assists and advises the Independent High Electoral Commission (IHEC) of Iraq on the development and implementation of an appropriate regulatory framework and support to the complaints process for all electoral events.

Specific duties will include, among others:

- Review and advise IHEC on the development of laws, regulations, procedures and mechanisms for elections and referenda.

Advise the IHEC in the interpretation and implementation of the provisions of this regulatory framework, if appropriate.

- In close collaboration with IHEC, act as a resource on comparative experiences and provide guidance on legal issues to members of the Council of Representatives, government officials, civil society members and other stakeholders.

- Advise IHEC on planning, designing and implementing a complaints handling mechanism for all electoral events. This includes the regulatory framework, procedures, processes, action plans, information management and tracking mechanisms, investigation methodologies and training.

- Identify and develop appropriate capacity building activities, in conjunction with the UN Capacity Building Team, to further develop the skills of IHEC legal/complaints staff and other relevant staff.

- Draft reports, training materials, and forms as they relate to legal issues.

- Perform other duties as necessary, as assigned by the Chief Electoral Adviser or his/her designate.

Core Competencies:

Professionalism - Demonstrated understanding of electoral operations; substantive electoral experience in more than one country, preferably in developing or post-conflict countries; strong analytical and evaluative skills combined with good judgment; in-depth understanding of and an ability to evaluate electoral processes; experience in bilateral and multilateral negotiations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

Creativity - Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

Communications - Excellent and effective communication (verbal and written) skills, including ability to make and defend recommendations; diplomacy and tact; ability to persuade people with varying points of view; present information in a concise and accurate manner; ability to convey difficult issues and positions to senior officials.

Teamwork - Excellent inter-personal skills with an ability to work and foster teamwork, encourage initiative and inspire and supervise staff in a multi-cultural, multi-ethnic, mixed gender environment with sensitivity and respect for diversity; integrity, tact and strong interpersonal skills.

Planning and Organizing - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Building Trust - Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

QUALIFICATIONS

Experience: At least seven years of progressively responsible experience in areas such as election systems and administration; familiarity with election-related legislation and international standards in the election field. Prior experience in post-conflict countries is required, and experience in Iraq will be an asset. Experience in supporting the management of electoral complaints would be an asset.

Education: Advanced university degree (Master's degree or equivalent) in law, political science, international relations, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Languages: S/he must be fully fluent in English, both written and spoken. Arabic would be an asset.

Other Skills: S/he must have strong communication (spoken and written) skills and ability to articulate ideas in a clear and concise manner.

The post requires considerable cultural and political sensitivity and an ability to meet deadlines.

The candidate should be able to work in hardship conditions.