



UNITED NATIONS DEVELOPMENT PROGRAMME
Job Description- ELECT Project

Position Information:

Job Code Title: Legal Adviser (ELECT Project)
Organizational Unit: UNDP/ELECT Project
Type of Appointment: IC (International)
Level: equivalent P 4,
Duration: Six months (with possibility of extension)
Number of Vacant Position: One (1)
Duty Station: Kabul, Afghanistan.

Organizational Context:

Years of conflict have damaged Afghanistan's economic, political, physical, social and institutional structures. Reconstruction demands a secure environment in which there is credible leadership and enforced rule of law. Strong, legitimate and effective public administration structures, responsive to the needs of ordinary citizens - including the poor – are a precursor to any sustainable development. To this end, UNDP supports Afghan electoral institutions so that they can become more effective vehicles for development.

The UNDP Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) project- phase I (2006 – 2011) lent technical and operational assistance to Afghan electoral bodies throughout the 2009 Presidential and provincial council elections and 2010 parliamentary elections. This included the establishment of Independent Electoral Commission (IEC) offices throughout Afghanistan's 34 provinces.

ELECT II project, commencing in January 2012, provides long-term assistance to the Independent Electoral Commission (IEC) of Afghanistan, focusing on institutional strengthening and capacity consolidation. The overarching objective of ELECT-II is to support the national electoral institutions to plan and conduct credible future elections with minimal external support. Continuing long-term assistance through support to capacity building of national electoral authorities beyond 2010 is in accordance with Security Council Resolution 1974 (2011). This assistance is closely coordinated with UNAMA, UNDPKO and EAD.

The three key outputs for ELECT II are:

- Output 1: Operational and technical capacity of the IEC is developed to ensure well organized, future Afghan-led electoral processes.
- Output 2: The quality of the national voter registry is improved.
- Output 3: Capacity of the IEC to encourage broader democratic participation is strengthened

Functions / Key Results Expected:

The Legal Adviser will be part of a team of advisors supervised and guided by the Chief Technical

Advisor (CTA) and will report on delivery to the Senior Electoral Advisor – Output 1. Her/his primary task will be to develop IEC capacity, and will systematically refer to the 2011 Independent Election Commission (IEC) Lesson Learnt Report and the IEC Capacity Needs Assessment as source to carry out her/his work. S/He will be embedded with the IEC and will be responsible for continuously providing technical advice and help to develop the technical capacity of IEC in the relevant areas of the electoral activities.

- Provide advice and assistance in the drafting of amendments to the electoral law, rules & regulations and ensure that international standards are met, while also incorporating the particular circumstances of the country.
- Build capacity of the IEC Legal Department staff with regard to drafting of legal provisions and regulations
- Based on international best practice provide advice on regulations regarding an inclusive and transparent conduct of elections including fraud mitigation
- Provide advice on formulation of regulations and procedures to strengthen women as voters and candidates.
- Provide advice regarding candidate vetting procedures
- Provide advice regarding models and mechanisms to regulate and monitor campaign finances
- Provide advice on electoral dispute resolution mechanisms based on international standards and best practice.
- Advise on how electoral complaints should be handled and assist in designing training programmes on handling of electoral complaints.
- Provide legal advice regarding voter registration regulations and procedures for cleaning up voter lists
- Providing advice on the drafting of codes of conduct and other regulation for candidates, political parties, media and observers;
- Work closely with the Procedures and Training Advisers on the drafting of procedures and training manuals.
- Make presentations as necessary on electoral legal issues to IEC and electoral stakeholders.
- Perform legal research and analysis and assist staff of the IEC Legal Department to prepare legal opinions, studies, briefs, reports, and correspondence.
- Contribute to ELECT II regular reporting and to documents ELECT II capacity development support to IEC for best practice knowledge sharing.
- Perform any other task as assigned by the CTA.
- S/He will work closely with the relevant staff of the IEC Legal Department and the IEC Procedures Department.

S/He will report regularly to the Senior Electoral Adviser - Output 1.

Deliverables:

The Legal Adviser will produce the following deliverables during the period of this contract:

1. IEC staff of legal department and department for procedures and planning trained on international obligations, principles and norms for democratic elections
2. Advice to IEC on ongoing legal reform provided.
3. Codes of conduct and other regulation for candidates, political parties, media and observers revised
4. IEC Procedures brought in line with on international obligations, principles and norms for democratic elections
5. Produce detailed protocol(s) regarding advice provided to IEC.
6. At the end of the assignment produce a document for best practice knowledge sharing.

Impact of Results:

The key results have an impact on the overall ELECT efficiency in providing advisory services and success in strategy development and planning for IEC staff capacity development and institutional consolidation. Accurate, thoroughly researched and documented electoral advice ensure client satisfaction and enhance UNDP credibility in the area of electoral training and capacity development.

Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Treats all people fairly without favoritism;
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi – cultural, multi – ethnic environment with sensitivity and respect for diversity; good leadership skills and ability to form a team effort;
- Ability to identify and analyze client's needs and provide appropriate solutions to meet business requirements.

Functional Competencies:Knowledge, Management and Learning:

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning and applies newly acquired skills;
- Ability to perform with minimal supervision and work under pressure of frequent and tight deadlines;
- Ability to plan, guide tasks and undertakings in coordination with team leader.

Development and Operational Effectiveness:

- Demonstrates planning and organizational skills and the ability to coordinate the work of

others;

- Ability to lead formulation, oversight of implementation, monitoring and evaluation of development projects;
- Works to meet tight deadlines and handle multiple concurrent project/activities;
- Ability to convey complex technical concepts and recommendations to non-technical staff at senior levels, both in oral and in written form in a clear and concise style.

Leadership and Self-Management:

- Supervisory skills and ability to coach, monitor and develop staff;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to plan and secure resources;
- Excellent communication skills;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situation;
- Ability to work in a multicultural environment with sound understanding and capability to empower and develop the capacity of national counterparts;
- Advanced computer skills and strong knowledge of various software including Excel, Power Point and Word.

Prior experience in Afghanistan, in particular an election management programs a significant advantage;

Knowledge on Afghan's culture, tradition and Islamic context an advantage.

Qualifications and Experiences:

Education:

- Master degree in law, political science or related fields
- Familiarity with different electoral systems and election dispute resolution systems
- Familiarity with international standards and best practice concerning electoral legislation
- Strong legal drafting skills
- A minimum of 7 years progressive experience in electoral legal issues or electoral technical assistance
- Experience in working with electoral management bodies or tribunals and in developing countries.
- Ability to work harmoniously with people from varying cultures and backgrounds.
- Ability to work in hardship conditions and stressful situations.

Language Requirements: Fluency in written and spoken English is essential; knowledge of Dari/Pashto is desirable.

Signatures- Job Description Certification

Incumbent *(if applicable)*

Name

Signature

Date

Supervisor

Name

Signature

Date

Chief Division/Section

Name

Signature

Date