



Ref. No.: _____

TEMPORARY VACANCY ANNOUNCEMENT

P -5	Electoral Officer (Legal)
TVA Grade Level	Functional Title
UNSMIL	
Department/Office/Division	
Electoral	
Occupational Group (See list on last page)	
P5 and P4	Deadline
Open to (Current Grade of Applicant)	(DD/MM/YYYY)

Service/Section: Electoral Team	Estimated Start Date: _____
Duty Station: Tripoli	Possibility of Extension? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration: 7 months	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

The expert will report to the Head of the Electoral Team in UNSMIL. S/he will act as adviser to the Head of the Electoral Team. S/he will also be expected to provide technical advice to Libyan counterparts in coordination with the mission's electoral assistance mandate and endorsement of the Head of the Electoral Team. The position will be initially based in Tripoli but travel throughout the country is expected, subject to mission approval. S/he will:

Review and provide recommendations for development of a legal framework(s), laws, regulations, complaints mechanisms and accompanying procedures for establishment of an electoral management structure, elections and referenda;

Present legal issues to Libyan counterparts, members of the National Transitional Council, government officials, civil society members and national and international stakeholders. Work to build consensus as needed;

Provide guidance and technical advice as relevant on the development and implementation of the above;

Prepare technical training materials and presentations;

Provide training to local and field staff including on-the-job tutoring;

Coordinate reporting requirements and maintain a log of all related correspondence;

Review and provide recommendations for development of the framework and scope of processes relevant to the handling of complaints. This includes but is not exclusive to the regulatory framework, procedures, information management and tracking mechanisms, investigation methodologies and training.

Advise on planning, design and implementation of complaints activities for upcoming elections, referenda and/or other electoral events as relevant. This includes development of a plan of action and timelines for putting in place all legal, policy and administrative measures related to complaints in preparation for the next electoral event.

Draft reports, legislation, training materials, and forms as they relate to both complaints processes and legal issues.

Perform other duties as necessary.

COMPETENCIES

Professionalism: Demonstrated in-depth understanding of and ability to evaluate electoral processes; knowledge of all aspects of electoral processes, including legal and operational aspects. Strong analytical and evaluative skills combined with good judgement. Experience in bilateral and multilateral negotiations. Understanding of peacekeeping operations desirable. Ability to place the significance of electoral processes in a political context. Ability to manage and coordinate multileveled projects. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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.

Communication: Speaks and writes clearly and effectively; 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; demonstrates openness in sharing information and keeping people informed.

Planning& 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.

For Managerial Positions:

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

QUALIFICATIONS

Experience: At least 10 years of progressively responsible experience in areas such as electoral, legal and political affairs. Knowledge of UN operations in the field desirable.

Education: Advanced University Degree (Masters or equivalent) in Administration or related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Languages: Fluency in English and Arabic required.

Other Skills: The post requires cultural and political sensitivity and an ability to meet deadlines

ADDITIONAL COMMENTS

NA

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- Signed PAS** **Periods: Last 2 years.**
- Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: _____ Email Address: _____
Electoral Division New York
Copy (cc): (EAD) _____ Email Address: eadroster@un.org _____

Please choose from this list of Occupational groups:

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.