

POLITICAL PARTY LIAISON SPECIALIST (SSA)

Location :	Tunis, Tunisia
Application Deadline :	
Type of Contract :	SSA
Post Level :	
Languages Required :	French and/or Arabic, English
Starting Date :	
Expected Duration of Contract :	Three (3) months with possibility of extension

Background

The current roadmap for the political transition in Tunisia includes elections for a constituent assembly on 24 July. The Assembly will have three roles:

- Prepare a new constitution, which among other things will determine if the strong Presidential system is maintained or moves are made towards a system with greater parliamentary authority;
- Act as an interim parliament; and
- Nominate an interim government, to be in place until elections are eventually held under the new constitution.

The UN has received a request from the interim government “whose principle mandate is the organization of transparent, free and democratic elections” to receive electoral support from the UN. A presidential decree establishing a new High Independent Elections Authority (HIEA) has been issued on 18 April 2011. The HIEA will be the prime beneficiary of UN electoral assistance. Among the many urgent tasks of this body will be developing close, impartial and transparent relations with political parties and their candidates in order to ensure an equitable level-playing field, which is essential for elections to be deemed free & fair. The HIEA will probably establish an External Relations Unit as part of its structure, to manage its relations with various stakeholders, including political parties. The main functions of this Unit would be:

- Ensuring that electoral stakeholders, including political parties, are kept informed about the preparations of the electoral process;
- Accreditation & briefing of political parties’ agents, media & observers
- Producing guidelines to regulate for the activities of political party agents and electoral observers.

As part of its planned support to the HIEA, and in coordination with other assistance provided by partner electoral assistance organizations (EU, IFES), UNDP would like to provide this institution with specialized expertise on political party liaison in order to help it set up a political party unit within its external relations apparatus.

Duties and Responsibilities

Under the direct supervision of the Chief Technical Advisor, the Political Party Liaison Specialist (PPLS) will contribute to UNDP’s electoral support in Tunisia, particular to achieve Outcome 1 of its electoral support project: “*Democratic electoral processes rooted in strong & professional electoral institutions*” and under it the following outputs:

- Output 1.1. “A permanent independent electoral commission is established & capacitated”

The bulk of his/her support will be towards the new HIEA but might also occasionally provide technical support to the Higher Authority for Achieving the Objectives of the Revolution, Political Reform &

Democratic Transition (or Higher Authority for Political Reform – HAPR), in particular to its Secretariat, for external relations matters.

The PPLS will ensure the strategic direction of activities, coordinate the operational activities, contribute to reinforcing national capacity and monitor outputs in this area.

Specific duties include:

- Assist HIEA staff in setting up the External Relations Unit
- Develop a proposal for the HIEA on systematizing the relationship between the HIEA and political parties & candidates.
- Assist in coordinating HIEA units maintaining contacts & relationships with political parties, candidates & agents.
- Advise the HIEA on the application of international standards with regards to dealing with political parties, candidates and party agents.
- Assist in the timely and efficient communication between HIEA HQ and its field offices on matters relating to political parties, candidates and agents.
- Advise HIEA staff on the development of procedures & forms for, and management of, the registration of political parties and candidates for the local elections and the maintenance and updating of their files.
- Assist in application of existing and the development of advanced procedures and carrying out the accreditation of political party agents, in line with procedures to be used for domestic observers.
- Assist in planning and managing regular meetings by HIEA commissioners and staff with political actors.
- Assist in briefing political parties & candidates & agents on polling and counting procedures and on the candidate nomination procedures and requirements for submission of nominations;
- Assist in producing the final design of the ballot paper by providing the required information on candidates and ensuring the accuracy of the final product.
- Contribute to strengthening the legal and regulatory framework of the Tunisian electoral processes with regards to political parties' involvement, and in close collaboration with the Legal / Procedures Advisor.
- Contribute to the preparation of manual of procedures and related training materials to be used by HIEA staff in charge of registering candidates & party agents.
- Identify and develop appropriate capacity building activities, in conjunction with the other electoral assistance providers and the Capacity Development Advisor, to further develop the skills of EMB External Relations staff and other relevant staff.
- Monitor political developments in Tunisia particularly as they relate to electoral issues and keep electoral team briefed through regular notes.
- Perform other duties as necessary, as assigned by the Chief Electoral Adviser or his/her designate.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of the project.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

Functional Competencies:

- Knowledge and expertise in democratic governance, electoral assistance and democratization.
- The candidate should have significant experience in providing practical advice to policy makers; be able to work well with senior counterparts in government, electoral management bodies, civil society, political parties, and the donor community; and know how to contribute to building national capacity for development.
- Strong communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and computer technology. While representing UNDP views, the candidate should also be able to provide coordination among the UN family of agencies.
- Demonstrates sound knowledge of UN rules, regulations, policies, procedures and best practices in the electoral assistance field.
- Excellent negotiation and representational skills, at senior level (with international organizations and/or diplomatic missions).
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner.
- Demonstrates strong intellectual and operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, specifically to EMBs and civil society organizations.
- Demonstrates openness to change and ability to manage complexities. Demonstrated ability to multitask under pressure and to meet strict deadlines often under hardship conditions.
- Excellent organizational skills and ability to work effectively in teams, delivering through and with others.
- Self-management, including conflict management/negotiating skills.

Required Skills and Experience

- Masters degree in Political Sciences, Public Relations or Management field.
- Minimum 7 years specialized experience in international context, in political affairs related to electoral / political processes, majority of which must be in electoral assistance and at least 4 of which involve advising electoral officials.
- Management and/or technical assistance experience in an EMB, in particular for external relations
- Must be able to work effectively in a politically sensitive environment and exercise discretion, impartiality and neutrality.
- Experience in working with emerging democracies and post-conflict environments an asset.
- Prior experience with the UN in the field of electoral assistance preferred
- Knowledge of political processes in the Arab world is highly desirable.
- Fluency in French and/or Arabic required, as well as in English.
- The post requires considerable cultural and political sensitivity and an ability to meet deadlines