



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: <b>Electoral Specialist</b>	Current Grade: n/a
Position Number: <b>00056963</b>	Approved Grade: <b>P- X (FTA)</b>
Department: <b>UNDP Moldova/RBEC</b>	Position Classified by:
Reports to: <b>CTA, Democracy Programme and Deputy Resident Representative</b>	Classification Approved by:
Reports: Senior Project Officer/Electoral Component Manager; two indirect	Duration of employment: <b>12 months with the possibility of extension</b>
Position Status: <b>non-rotational</b>	
Position Type: <b>Development Project Funded (DPF)</b>	

### II. Background: UNDP Moldova's Democracy Programme

UNDP has supported the Central Electoral Commission of the Republic of Moldova since 2008. In 2010, UNDP began a programme of support for the Parliament of Moldova. In July 2012, these two interventions merged to become one integrated Programme for Improving the Quality of Moldovan Democracy ('the Democracy Programme') which is funded by Denmark, Sweden and UNDP.

The Democracy Programme focuses on strengthening the institutional capacity of the Parliament and Central Electoral Commission (CEC), improving their main functions and entrenching gender and human rights considerations in formal political process. In particular, the Programme seeks to improve the legislative, oversight and representational functions of the Parliament and provide a solid basis for the improvement of the electoral process.

At the CEC, the Programme builds on the outcomes of the Electoral Support to Moldova project in enabling an environment to support the delivery of modern and inclusive electoral services.

The overarching goal of the Programme is to improve the quality of the Moldovan democratic processes and systems in line with European standards. The following objectives are set within the four-year Programme period:

- Improved institutional capacity of the Parliament and CEC to meet European standards of gender and human rights and strengthened legislative and oversight functions of the Parliament
- Fostering the quality of the representative role of the Parliament and promoting more interaction between Members of parliament, citizens and civil society;

- An improved institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes; and
- Improved public registration process for Moldovans and supporting the modernisation of Moldovan electoral processes.

The overall benefits expected from the Programme are:

- The quality of Moldova's formal political processes improved;
- Human resources management reforms for the staff of Parliament carried out;
- Quality of both the representative and oversight role of the Parliament fostered;
- Institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes improved; and
- Public registration process for Moldovans improved through supporting the modernization of Moldovan electoral processes.

Programme documentation can found at [undp.md](http://undp.md) and at [cec.md](http://cec.md) under 'Proiecte de asistență externă'.

### **III. Organizational Context**

The Electoral Adviser will work under the supervision of the Democracy Programme Chief Technical Advisor (who is located in the Parliament), the Deputy Resident Representative and in constant collaboration with the CEC.

The Electoral Adviser is the lead international expert in the electoral domain and leads the Democracy Programme Electoral Component Team of national staff and international and national consultants; the team is situated in the Central Electoral Commission building.

The Electoral Adviser will ensure delivery of project results with a special focus on consolidating institutional and technical capacity of the CEC to manage better electoral processes in the country.

### **IV. Functions / Key Results Expected**

Key responsibilities:

- Provide international expertise and advice on electoral matters in line with international and European standards to the CEC, UNDP and other international partners;
- Develop and maintain a collaborative relationship with the leadership and staff of the Central Electoral Commission;
- Together with the project team, develop and implement project activities in accordance with the Programme Document, beneficiary needs and UNDP policy and procedures;
- Support the CEC's commitment to mainstreaming gender and human rights considerations into all area of activity;
- Ensure all project documentation and reporting meet the needs of the CEC, donors and UNDP; and
- Leverage UN electoral expertise, resources and networks for the benefit of the CEC.

As this is a joint Programme, the Electoral Adviser will work in partnership with the staff of the Parliamentary Component to deliver joint activities and achieve programme aims.

Summary of key functions:

### **1. Provision of policy advice and expertise on electoral institutional development in accordance with the CEC Strategic Plan**

In 2011, the CEC adopted a Strategic Plan for the period 2012-2015. This plan sets out an ambitious agenda for improvement and reform, underpinned by a clear commitment to develop the CEC into a modern, European electoral management body. The Advisor will support the implementation of the Strategic Plan in the agreed areas of Programme activity. In particular, the Programme includes a large component of support for the CEC's institutional development through provision of training, mentoring and innovative learning activities. While some development activities are directed at the whole staff of the CEC, there is also targeted support for development of general management skills, IT capacity, human resource management and a policy and analysis capacity.

### **2. Operational and technical assistance to the CEC in the fields of voter registration and introduction of information technology**

In 2008, Moldovan legislation mandated the CEC to develop and implement a modern electoral management IT system, known as SAISE. The CEC has engaged in a development process for this system, but progress was hindered by the repeated unexpected electoral events of 2009 and 2010. UNDP has recommenced direct IT support to the CEC in further pursuit of this goal, and this will continue.

The Adviser will plan and implement a variety of activities under this function, including:

- Support for planning and monitoring of IT development activities;
- Engagement of short and long term IT consultants, and quality assurance of their work;
- Training of CEC and other electoral staff on the use of the system; and
- Deepening the CEC's capacity to manage and realise the full benefits of the system.

In addition to development of IT solutions to support voter registration, the Adviser will also provide policy and operational advice to the CEC as they design, implement and use the foreseen State Register of Voters and take on new voter registration responsibilities.

### **3. Support the CEC in designing and advocating electoral processes that are inclusive for all Moldovans**

The CEC is committed to becoming an inclusive institution that considers the needs of Moldovans as it designs and implements electoral procedures. In particular, the CEC has committed to mainstream gender and human rights concerns in all activities. The Adviser will lead work to support the CEC in meeting this important commitment. Activities will include procurement or self-delivery of training on gender mainstreaming, human rights and the inclusion of citizens with disabilities; provision of mentoring and direct advice services in this area; sharing international practice and showcasing the CEC's own achievements in this field. As the CEC has commenced a gender audit of the electoral process, the Adviser will assist in the finalisation of the audit and/or the development of a consequential action plan.

### **4. Advisory assistance to UNDP Moldova:**

- Advisor to the UN Resident Representative and Country Office on electoral matters
- Coordination with other organisations providing support to the CEC and the electoral process
- Compilation of project documentation and reports to UNDP and donors, together with the project team.

- Advise the Country Office on the longer term perspective for the process of democratisation in Moldova; and
- Other duties relevant to the Programme, as requested by the direct supervisor

## V. Impact of Results

The key results have a direct impact on the overall successful achievement of the Moldovan UN Partnership Framework outcomes 1.1 and 1.3.

## VI. Competencies

### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Considers and fully adheres to UNDP rules, procedures and best practices;
- Advocates and promotes the vision, mission and strategic goals of the UN system;
- Displays cultural, gender, religious, ethnic and age sensitivity and adaptability;
- Treats people fairly and without favouritism.

### Functional Competencies:

- Proven analytical capacity and strategic thinking;
- Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate;
- Excellent interpersonal and supervisory skills;
- Resourcefulness, initiative, and maturity of judgment;
- Excellent communications, organizational and management skills in a complex multi-stakeholder environment;
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;
- Excellent computer/information systems skills.

### Management and Leadership:

- Strong results orientation;
- Effective problem-solver;
- Demonstrated capacity-building and facilitation skills;
- Consistently approaches work with energy and positive-constructive attitude;
- Ability to establish effective working relations in a multicultural team environment;
- Effectively manages teams and creates an enabling work environment;
- Flexible and responsive with a client-oriented approach.

### Job Knowledge/Technical Expertise

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Serves as internal consultant in the area of expertise and shares knowledge with staff
- Continues to seek new and improved methods and systems for accomplishing the work of the unit
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally

- Demonstrates comprehensive knowledge of information technology and applies it in work assignments

## VII. Recruitment Qualifications

Education:	Advanced Degree in Social Sciences, Law or related field required
Experience:	<p><b>Required</b> Previous experience in institutional reform and development with an established electoral management body.</p> <p>Minimum five years of international experience in the field of technical expertise and assistance in elections field.</p> <p>Previous experience working in an advisory capacity in relation to voter registration and/or electoral management information systems.</p> <p>Experience of working on electoral matters in Central and Eastern Europe.</p> <p><b>Preferred</b> Demonstrated expertise in inclusive electoral arrangements or gender equality in service delivery.</p> <p>Accreditation as a BRIDGE facilitator.</p>
Language Requirements:	Fluency in English (written and spoken). Working knowledge of Russian and/or Romanian is an advantage.

## VIII. Signatures - Job Description Certification

Incumbent *(if applicable)*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Name **Narine Sahakyan**  
**Deputy Resident Representative** Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief Division/Section

Name **Nicola Harrington-Buhay, Resident Representative** Signature \_\_\_\_\_ Date \_\_\_\_\_