



## UNITED NATIONS DEVELOPMENT PROGRAMME

### I. Post Information

Post Title:	<b>Deputy Chief Electoral Adviser / Project Manager</b>
Type of contract:	Fixed Term Appointment
Pre-classified Grade:	P 5
Assignment location:	Tripoli, Libya
Focal Point :	<a href="http://jobs.undp.org">http://jobs.undp.org</a>
Duration :	12 months
Supervisor:	Chief Electoral Advisor (UNSMIL)/Country Director (UNDP)
Deadline:	1 October 2012

### II. Organizational & Operational Context

The United Nations Security Council Resolution 2009 (September 2011) established the UN Support Mission in Libya (UNSMIL). UNSMIL has since commenced its support to the country's new transitional authorities in their post-conflict efforts. These range from assisting the Libyan authorities restore public security and the rule of law, promote inclusive political dialogue and national reconciliation, help the NTC embark on the drafting of a new constitution and lay the foundation for elections. Specifically, the resolution encourages the NTC to implement its plans "to ensure a consultative, inclusive political process with a view to agreement on the constitution and the holding of free and fair elections".

In February 2012, the High National Elections Commission (HNEC) was put in place and a joint UN electoral team has supported the HNEC since, in particular for the organization of the elections of the General National Congress which took place on 7 July 2012 and was widely praised as free and fair elections.

Under Libyan leadership, UNSMIL and UNDP are jointly supporting the electoral processes based on their comparative expertise to ensure uniform decision-making and effective planning. The Libya Electoral Assistance Project (LEAP) has been designed to provide a comprehensive range of electoral support functions within the UN integrated framework through the UN Electoral Support Team (UNEST). So far, LEAP has provided support to the national electoral authorities through the rapid provision of technical assistance, logistics and procurement services in this critical transition period.

### III. Functions / Key Results Expected

Under the overall guidance and in coordination with UNDP Country Office (CO) in Libya the Deputy Chief Electoral Advisor/LEAP Project Manager will implement the project's activities and ensure its objectives are reached as per the project document. The Deputy Chief Electoral Advisor/LEAP Project Manager will also be integrated within the Senior Management arrangements of UNEST. The incumbent reports both to the Chief Electoral Advisor of UNSMIL (for substantive electoral matters) and to the Country Director of UNDP on project management decisions.

The post holder will be responsible for providing the following:

**STRATEGIC INPUT WITHIN THE INTEGRATED UN SETTING:**

- Provide strategic policy, managerial and operational contribution to UNEST in its assistance to the EMB regarding the legal framework, systems, complaint mechanisms, voter registry, out of country operations and public/voter outreach, especially to women and youth;

**STRATEGIC SUPPORT TO THE LIBYAN ELECTORAL MANAGEMENT BOARD:**

- Provide a programme of capacity building to the EMB to enable its administrative structure and functioning, with specific training courses, including BRIDGE modules;
- Support the EMB media strategy and external relations with various electoral stakeholders;
- Assist the strengthening of media, including the establishment of a media center;
- Support the development and implementation of an effective strategic communications plan;
- Support to the process of voter education;
- Support to electoral dispute resolution, including liaison with the judiciary;
- Assist mission components in providing training for implementation of the electoral security plan;
- Support to out-of-country voting;
- Support to domestic observation liaison;
- Support to political party and candidate liaison;

**OVERALL PROJECT MANAGEMENT:**

- Ensure the professional, effective and efficient management and implementation of the LEAP project, including all aspects of its planning, co-ordination, consultations, deliverables, results, monitoring, reporting, and accountability for all resources, personnel and finances;
- Perform ongoing communication, co-ordination and consultation with other UN agencies and international organizations providing electoral support;
- Ensure proper procurement of goods and services in line with UNDP rules and procedures;
- Host quarterly project board, project review and/or evaluation meetings including all stakeholders;
- Ensure open and timely accountability for results through the production and submission of accurate high quality quarterly and annual progress reports;
- Accountable for proper application of UNDP rules and regulations in the management of the project resources;
- Ensure day to day management of the project;
- Strong contribution towards donor relations and resource mobilization for the project's activities;
- Ensure the efficient functioning of the project office;

**OTHER:**

- Perform other duties as requested by the UN EST Chief Electoral Advisor/UNDP country director.

**IV. Impact of Results**

The key results have an impact on the quality of project management, thus contributing to effective and efficient project implementation and delivery. Project implementation in line with the objectives of the project and UNDP rules, regulations and procedures is critical to ensure achievement of UNDP Country Programme outcomes. A client oriented approach has impact on the image of the UNDP office. Practically, the key results to be delivered will support the creation and organization of credible and inclusive elections. There are significant additional societal impacts to be delivered by the project.

## V. Competencies

### Corporate Competencies:

- Serves and promotes the vision, mission, values, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

### Functional Competencies:

#### *Leadership and Management:*

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Excellent analytical and organizational skills required;
- Ability to plan own work, manage conflicting priorities, report on work progress and deliver outputs in a punctual manner;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Sets clear performance goals and standards; executes responsibilities accordingly;
- Strong communication (spoken and written) skills and ability to articulate ideas in a clear, concise style;

#### *Results-Orientation and Development Effectiveness:*

- Plans and produces quality results to meet established goals;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to effectively interact and coordinate with donors and senior government officials;
- Ability to lead implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to formulate and manage budgets, manage transactions, financial analysis and reporting;

#### *Innovation & Judgment*

- Conceptualizes and analyses problems to identify issues, underlying problems and how they relate;
- Contributes creative, practical ideas and approaches to deal with challenging situation;
- Strives for quality client-centered services (internal/external) when making decisions and taking action;

#### *Job Knowledge & Expertise*

- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence;
- Uses ICT and web-based management systems effectively as a tool and resource;
- Is motivated & demonstrates a capacity to pursue personal development & learn;

<b>VI. Recruitment Qualifications</b>	
Education:	Advanced University Degree (Masters or equivalent) in International Relations, Political Sciences, Law, Social Sciences, international development, economics or related fields;
Experience:	<ul style="list-style-type: none"> <li>• 10 years relevant work experience, at least 7 of which involve implementation and management, at senior level, of electoral assistance activities;</li> <li>• Experience of sustaining high level professional relations with leading Government officials in sensitive political environments;</li> <li>• Substantive project management experience;</li> <li>• A sound track record of experience in an international setting with the UN or with international organisations;</li> <li>• Experience of resource mobilization, donor coordination, accountability and multi-donor trust funds;</li> <li>• Working experience of transitional and emerging democracies, including and post-conflict environments;</li> <li>• Experience of the Arab region, an advantage;</li> <li>• Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint), Front Page, Adobe In-Design; web-based management systems;</li> <li>• Knowledge of UNDP electoral assistance procedures and best practice.</li> <li>• Practical familiarity with UNDP project management principles and practises.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English</li> <li>• Arabic definitely an asset</li> </ul>

**FEMALES CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**

<b>VII. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title: Dima Al-Khatib, DCD	Signature	Date
Chief Division/Section		
Name / Title: Eric Overvest, CD UNDP Libya	Signature	Date