

ELECTORAL CHIEF TECHNICAL ADVISOR - UNDP/ELECT PROJECT

Location :	Kabul, AFGHANISTAN
Application Deadline :	21-Aug-14
Type of Contract :	FTA International
Post Level :	P-6
Languages Required :	English
Duration of Initial Contract :	One year with possibility of extension

Background

UNDP supports stabilization, state building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government, the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens.

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) provided technical and operational assistance to Afghan electoral bodies throughout the 2009 Presidential and provincial council elections and 2010 parliamentary elections.

ELECT II which commenced January 2012, was conceived as a targeted and focused project providing a support and advisory role, with a particular focus on institutional strengthening and capacity development during the inter-election period. In line with the process of transition or Afghanisation, as articulated in the Kabul Conference in July 2010, the number of international staff was significantly reduced from previous years.

As the result of a project Mid-term Review and a UN Needs Assessment Mission, the ELECT II project has been extended beyond its original end date of December 2013 until December 2015, and the project objectives have been revised to now include direct electoral assistance for the conduct of the 2014 Presidential and Provincial Council Elections and the 2015 Parliamentary elections.

The overall objective of ELECT II is to support the national electoral institutions to plan and conduct credible elections, most immediately the 2014 Presidential and Provincial Council elections and the 2015 Parliamentary elections, and to better ensure the integrity of the process. Continuing long-term assistance through support to capacity building of national electoral authorities beyond 2010 is in accordance with Security Council Resolution 2096

(2013). This assistance is closely coordinated with UNAMA, UN Department for Peacekeeping Operations (DPKO) and UN Electoral Assistance Division (EAD).

This is being accomplished through seven focused outputs:

- Output 1: Sustainability of the IEC is enhanced via both its institutional and staff capacity development;
- Output 2: A sustainable, long-term approach to voter registration in Afghanistan, which also promotes maximum participation of eligible citizens in the 2014 and 2015 elections, is developed and implemented;
- Output 3: The IEC's engagement and informational outreach with key stakeholders, including the electorate, is enhanced;
- Output 4: The IEC's operational management functions, and the project support services, are strengthened;
- Output 5: The conduct of key electoral operations for the 2014 and 2015 elections by the IEC is improved;
- Output 6: The electoral dispute resolution mechanism is enhanced;
- Output 7: The media regulatory mechanism for the electoral process is enhanced.

As part of the capacity building efforts ELECT in cooperation with the IEC in 2012 has commenced the implementation of a plan to enhance the physical infrastructure of the IEC. This includes the construction of IEC provincial offices and ware houses in selected provinces, upgrade the security parameters of the IEC HQ and the provincial offices as well as the construction of and design support to additional buildings for the IEC HQ (e.g. Data Centre, Conference/Training Rooms, Daycare Centre, Provincial Office, and a Headquarters Building).

Duties and Responsibilities

Under the overall supervision of the UNDP Country Director, the Chief Technical Adviser (ELECT) will provide strategic advice to the Chairman and the Chief Electoral Officer of the Independent Election Commission (IEC) on all electoral matters. S/he will lead the Elect II project and the team of technical advisors to ensure the capacity of the IEC is fully developed so that it can plan and carry out future elections with minimal dependence on international support. The CTA will ensure cooperation and coordination among key stakeholders and partners involved in the electoral process. The CTA will also liaise closely with UNAMA, donors and other election stakeholders to build strategic partnerships. In this capacity the CTA promotes thematic and sectorial synergies and coordination of programme activities and execution. The CTA will be the most senior electoral adviser, providing strategic direction, advice, and policy formulation to ensure that UN/UNDP electoral assistance is coherent and in accordance with established mandates and policies.

The CTA will liaise closely with senior government officials, donors and other election stakeholders to build strategic partnerships. The CTA will provide overall guidance and leadership to the international technical teams that deliver electoral support to the IEC. In this regard, the CTA will work closely with all other implementing agencies that support electoral authorities and advise UNDP on coordination of technical assistance on election support. The CTA will provide leadership to facilitate coordination and exchange of information among donors and implementing agencies in all areas of electoral support.

The CTA will provide strategic direction for the development of electoral policy and reform and the consolidation of institutional capacity of the IEC. In order to stimulate dialogue and strategic thinking in relation to Afghan electoral policy and a potential reform process, the CTA will provide strategic policy advice and promote appropriate fora for national and international experts. S/he will, in addition, guide the formulation of strategic direction to improve voter registry, enhance the IEC public outreach and voter education, and promote advocacy on electoral matters.

Elect II will be a key pillar of the UNDP National Governance cluster and the CTA will play an essential role as interlocutor to build synergies and enhance cooperation with other programmes and stakeholders.

Key responsibilities of the CTA will include:

- Strategic Policy Direction;
- Programme Management and Delivery of Results;
- Marketing and Advocacy;
- Strategic partnerships, Coordination and Resource Mobilization.

Strategic Policy Direction:

- Lead strategic planning activities and act as key senior policy advisor to the Afghan electoral management bodies;
- Provide political, institutional and decisive policy advice on all aspects of electoral capacity building, administration and management;
- Identify programme development challenges and highlight key election issues, situational and strategic opportunities in the form of professional papers and reports; provide policy advice based on best global experiences and practices;
- Provide intellectual leadership in the area of electoral support through identification of key policy and programme issues. Stimulate strategic electoral thinking and tap into appropriate opportunities;
- Formulate policy options for UNDP on electoral issues;
- Lead and monitor the implementation of policy advisory services as well as delivery of national policy products;
- Ensure network of prominent, policy-focused national and international experts are involved to bring best practices and support a series of dialogue roundtables to facilitate knowledge transfer. Build alliances for policy reform among national and international development institutions;
- Document best practices, including concepts, strategies and implementation approaches and support the streamlining of programme policies and practices;
- Prepare project proposals and formulate strategies.

Programme Management and Delivery of Results:

- Advise UNDP on preparation of a long-term capacity development strategy for the Independent Election Commission and other stakeholders;
- Provide strategic advice to the UNDP Country Director, based on the monitoring of implementation support to the IEC and other election stakeholders, on strategies for successful project implementation;
- Guide and advise the project team in overall implementation of ELECT project activities;
- Lead the project team in preparing component or output-based concept or strategy

- papers and implementation manuals or guidelines;
- Prepare results framework for each output and establish performance and impact assessment indicators and monitoring system;
- Manage delivery of results by using up-to-date best practices and know-how in electoral support and accordingly plan delivery of resources at 25-20% for the first quarter, 50-70 % for second, 75-90% for third and 100% for the final quarter of the performance year;
- Review professional performance and document implementation processes and results through project-based professional reports;

Marketing and Advocacy:

- Advocate and promote synthesis of best practices including active participation in UNDP global and regional networks;
- Advocate for UNDP with government counterparts, donors, international institutions and within the UN system as a whole;
- Provide policy direction to ensure preparation of brochures, publications, press releases, etc. for appropriate dissemination to publicize and inform on UNDP assistance in the area of elections;
- Prepare relevant professional articles and papers;
- Expand outreach of UNDP electoral support message to the UN, national government, local authorities, private sector, non-government and international development organizations.

Strategic partnerships, Coordination and Resource Mobilization:

- Act as resource person on election policies and strategies, if required, for the international development community;
- Analyses information on donors, prepare substantive briefs on possible areas of cooperation and identify opportunities for cost-sharing;
- Mobilize and network with experts in the international development community, government partners, UN organizations and appropriate think-tanks. Develop and maintain productive relations with partners;
- Prepare proposals for mobilization of human, technical or financial resources from international development organizations, non-government organizations and the private sector.

Competencies

Corporate Competencies:

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

Functional Competencies:

Knowledge Management and Learning:

- Promotes a knowledge sharing and learning culture in the office;
- In-depth knowledge on development issues;
- Ability to advocate and provide policy advice;

- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness:

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Good knowledge of the Results Management Guide and Toolkit;
- Strong IT skills;
- Excellent interpersonal skills;
- Excellent command of oral and written English;
- Extensive knowledge of the UN system and of UN electoral assistance;
- Sound time management and organizational skills with the ability to handle multiple tasks;
- Team player, self-motivated and proactive, dedicated, creative, resourceful, flexible, energetic with sound judgment;
- Ability to work in a multi-cultural environment with sound understanding and capability to empower and develop the capacity of national counterparts;
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change.

Management and Leadership:

- Focuses on impact and result for the client and responds positively to feedback;
- Leads teams effectively and shows conflict resolution skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

Required Skills and Experience

Education:

- Master's degree in Social Sciences, Development, Political Sciences, Management or other relevant fields;
- Prince2 training and certification, RMG would be an advantage.

Experience:

- Fifteen years of relevant work experience including at least ten years of professional experience in senior programme/project management in the field of elections;
- Capacity to work under pressure, manage stress and adapt to rapidly evolving situations;
- Dedication to the United Nations principles, to promotion of equal rights of men and women, and respect for cultural, ethnic and religious diversity;
- Proven management experience with sound knowledge and experience in all aspects of project cycle in the field of elections (design, implementation, monitoring & evaluation);
- Proven skills in effective fundraising, resource mobilization and donor relations;
- Proven experience in partnership building and networking;
- Advanced computer skills and strong knowledge of various software including excel,

- power-point and word;
- Knowledge of Afghanistan's electoral experience within broader cultural, traditional and Islamic contexts.

Language:

- Excellent knowledge of English;
- Working knowledge of Dari or Pashto is a strong asset.

Note:

- Interested and qualified international candidates should apply on-line through the UNDP Jobs site at [UNDP Afghanistan Vacancy Announcement](#) and please ensure that to fill up and upload Personal History Form-P.11 which is available at [UNDP Personal History Form \(P.11 Form\)](#);
- Incomplete applications or applications received after the closing date will not be given consideration. Please note that only applicants who are short-listed will be contacted;
- For more detailed information about UNDP Afghanistan please visit our website at www.undp.org.af .
- Successful candidates must be prepared to start work within 6 weeks of the offer of appointment.
- Qualified female candidates are highly encouraged to apply.