

# CHIEF TECHNICAL ADVISOR - ELECTORAL SUPPORT

Location :	Abuja, NIGERIA
Application Deadline :	15-Aug-14
Type of Contract :	FTA International
Post Level :	P-5
Languages Required :	English
Duration of Initial Contract :	Initial duration of one year

## Background

### **Citizens/Nationals are not eligible to apply to international jobs in their own country**

Democratic governance is a concept that emerged from the principles that are based on the understanding that an effective system of democratic governance is one which is based on representative, equitable (across gender and other categories), transparent, accountable and inclusive institutions; a vibrant, responsible and capable media; and a dynamic civil society which is engaged in the political process. The overall goal of the Deepening Democracy Project in Nigeria is to help develop the capacity of national and sub-national institutions, networks and processes, whether governmental or non-governmental, as a contribution to the further entrenchment of democratic governance in Nigeria.

Efforts on the electoral cycle reinforce national efforts to build the norms, practices, mechanisms and institutions that can foster active citizenship and stronger democratic accountability, in keeping with the stated objectives of Government policy. The project provides technical assistance to the Independent National Electoral Commission (INEC), its Electoral Institute and the State Independent Electoral Commissions(SIECs). In addition, the project works with civil society and other democratic institutions to help them maximize public participation and confidence in the outcome of elections.

Work on broader issues of democratic governance helps build the norms, practices and institutions that can underpin the development of democratic governance in Nigeria over the medium to long-term whilst also supporting near-term action on pressing issues such as constitutional and electoral reforms. The project primarily provides technical assistance and financing for capacity development linked to practical outcomes in a number of areas: legislature, election management bodies, political parties, civil society, media and gender equality in politics.

Under the strategic direction of the Project Manager, and working in close coordination with UNDP's Capacity for Governance Team Leader and development partners, the Chief Technical Advisor (CTA) will work in tandem with UNDP, INEC, donors, UN system and other international and national partners to successfully implement, and monitor all of the facets of the operational activities in the work plan of the Democratic Governance for Development project in support of electoral operations to be administered by the INEC.

This post is a DPF (Development Project Funds).

## Duties and Responsibilities

### Summary of key functions:

- Manage the project component targeting electoral management bodies at federal and

state levels and build relationships, accordingly notably by chairing and leading the relevant Sector Coordination Committee;

- Project team leadership as Deputy Project Manager;
- Coordination with other partners, forge relationships, mobilize resources, liaise with UNDP New York and regional capabilities;
- Any other duties as assigned by the Project Manager.

Manage the project component targeting electoral management bodies at federal and state levels and build relationships accordingly, ensuring that support needs are clearly identified and adequately provided for in the work plan.

**Specifically, the CTA will:**

- Analyse broader democratic governance and electoral issues and trends in the country and advise the project, the Country Office and the partners accordingly;
- Provide support to the Nigeria election management bodies and donor partners in the preparations and conduct of elections as relevant to program activities;
- Provide policy and technical assistance to the election management bodies and other implementing agents in the design, preparation, implementation and coordination of the multi-donor programme supported activities to ensure its efficient and effective contribution to the successful conduct of the elections;
- Monitor and implement multi-donor programme activities through regular interaction with the election management bodies;
- Attend monthly meetings in the donor group by briefing the group on the progress on electoral assistance.
- Provide substantive input, derived from best practices, in the strategic direction of the work of the steering committee;
- Provide timely reports on programmes to the steering committee on progress;
- Ensure that cross-cutting themes such as gender and human rights are incorporated into support to electoral programme and contribute to formulation of cross-cutting initiatives.

**Project team leadership as Deputy Project Director:**

- Deputise for the Project Director in his/her absence or as advised represent him/her at meetings and events;
- Work in close collaboration with the Programme Management Unit (PMU) the UNDP Country Office and other partners working under the different pillars of the project;
- Ensure coherence of the work of the technical staff of the PMU and provide advice to the Project Manager on this matter;
- 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;
- Provide overall strategic operational advice and guidance on resource and management matters.
- 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.

**Coordination with other partners, forge relationships, mobilize resources, liaise with**

**UNDP New York and regional capabilities:**

- 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.

**Impact of Results**

The key results impact positively on the overall efficiency of the DGD project including improved business results and client services. Accurate representation and linkages provided with the individual in line with the information and a client-oriented approach enhances UNDP's capability to effectively and efficiently manage programme and projects.

**Competencies****Corporate Competencies:**

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

**Functional Competencies:**

- Proven competence in the field of democratic governance, well-informed on both electoral and broader democratic governance issues such as legislative development, the role and potential of mass and community media, civil society in emerging democratic societies, and the participation and role of women in politics;
- Comfortable with full range of sub-sectors within the project, although possibly more knowledgeable and experienced in some areas. S/he should have a strong grasp of the strategic, policy and nuts-and-bolts issues involved in capacity development in the area of democratic governance;
- Ability to appreciate and respond productively to the challenges faced in leading a high-risk initiative in a politically challenging environment;
- Ability to maintain calm and poise in high pressure and sometimes provocative situations as well as apply skills in mediation and consensus-building;
- Solid academic background and demonstrated abilities in analysis of complex political situations and providing strategic advice, while maintaining personal detachment;
- Proven managerial experience in an international context and ability to lead teams;
- Proven ability to make sound decisions in delegation of responsibilities and in finding a balance between a focus on detail and keeping an eye on the big picture;
- Consistently approaches work with energy and a positive, constructive attitude;
- Strong inter-personal communications and diplomatic skills, with an ability to listen, understand and respond effectively to different and divergent points of view expressed by a wide range of stakeholders;
- Ability to build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;

- Ability to establish priorities and to plan, coordinate and monitor work plans;
- Proven ability to work under pressure and produce output that is accurate, timely and of high quality;
- Ability to manage conflicting priorities;
- Ability to understand and apply tools such as the logical framework, results-based approaches like UNDP's RBM and PRINCE2;
- Ability to support and provide oversight to strategic planning, results-based management and reporting;
- Resourcefulness, good interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to develop and maintain effective work relationships with and between different levels and types of project personnel and counterparts.

## Required Skills and Experience

### Education:

- Advanced university degree (Masters or PhD) related to democratic governance and development, such as political science, economics and other social sciences.

### Experience:

- Progressively responsible work experience of at least 10 years in democratic governance, of which at least seven years comparative international experience in electoral administration and electoral project management;
- A good understanding of the social, economic, political and historical trends underpinning African and, ideally, Nigerian governance and electoral processes;
- Extensive knowledge of electoral processes;
- Experience working directly with election management bodies including with a focus on institutional development and support to operational planning;
- Solid knowledge and experience of project management;
- Skills in training, process facilitation, strategic planning, and partnership-building.
- Ability to prepare high quality policy briefs, analytical reports, and technical research reflecting global good practice in democratic governance;
- Excellent PC user skills: word processing, spreadsheets, databases and web-based research.

### This includes, dealing with:

- (a) policy dialogue and advisory work;
- (b) leadership and management of research and analysis;
- (c) design and execution of capacity development programmes;
- (d) project management, including the leadership of multi-disciplinary expert teams, preferably funded by development partners (UN or other); and
- (e) promotion of stakeholder/community awareness of and participation in democratic governance.

### Language:

- Strong skills in written communications in English particularly in preparing issue-based papers or reports.

- Excellent spoken English is also required.

**Other:**

- Ability to travel within Nigeria and overseas.