

CHIEF TECHNICAL ADVISER (CTA) - ELECTORAL PROJECT

Location :	BANGUI, CENTRAL AFRICAN REPUBLIC
Application Deadline :	28-Apr-14
Additional Category	Crisis Prevention and Recovery
Type of Contract :	FTA International
Post Level :	P-5
Languages Required :	English French
Duration of Initial Contract :	1 year with possibility of extension

Background

In the framework of the project of the electoral support and the implementation of an electoral cycle in the Central African Republic (CAR), the Representation of the United Nations Development Program (UNDP) in CAR launches a recruitment of a Chief Technical Advisor for the Project of Support to the Electoral Cycle in collaboration with the National Electoral Authority and the Ministry of Territorial Administration.

The Central African Republic has in the past year witnessed a series of complex political changes. In January 2013, the (now former) Government of CAR and the (now former) Seleka rebellion signed the Libreville Agreement under the auspices of the Economic Community of Central African States (ECCAS). However, on 24 March 2013, the Seleka successfully ousted President Bozize who won the Presidential elections in 2011 – a process that was supported by UNDP and the international community. Following the coup, a roadmap was developed and adopted for the transition laying down specific steps for the return of the country to constitutional order. The Agreement and the Roadmap provide for the organization of free, fair and transparent elections within 18 months of the start of the transition period, with the understanding that the transition would begin with the swearing in of the Head of State of the Transition on 18 August 2013. This set the date for elections to be organized by February 2015.

On 3 January 2014, the Government of CAR solicited the support of the United Nations system to prepare, organize and conduct multi-party elections (referendum, Presidential and legislative elections) in accordance with the timeline envisaged in the Transition Roadmap. In this regard, the UN Secretary-General agreed to dispatch a Needs Assessment Mission (NAM) to the Central African Republic from 27 January to 11 February 2014. As the results and recommendations of the NAM are now finalized, UNDP CAR is recruiting an electoral expert to support and advise the National Electoral Authority (ANE) to organize and manage the electoral process, while also managing a UNDP electoral basket fund. The expert as well as the UNDP project team will be part of the United Nations Integrated Electoral Team (UNIET) and work under the technical guidance of the Chief Electoral Officer and Head of the UN Integrated Electoral Team, without prejudice to UNDP internal reporting lines. The UN Integrated Electoral Team will be situated under the direct responsibility of the Deputy Special Representative of the Secretary-General/United Nations Resident Coordinator and UNDP Resident Representative.

Duties and Responsibilities

Within the delegated authority of the RR/ or Country Director, the CTA will be responsible for the implementation of activities as well as the supervision of the following:

- Set up of the Programme Management Unit for the electoral cycle;
- Finalize the drafting and adoption of a project document on the support to the electoral process with accompanying budget;

- Ensure with effectiveness the administrative and technical management of the programme and coordinate actions and activities of the unit;
- Elaborate a work plan as well as an implementation plan of action of the different components of the Programme;
- Provide in liaison with BINUCA Chief Electoral Officer, technical advice to High level actors/or mediators (Ministers, ANE, political parties, media and Organizations of the Civil society) on the electoral process;
- Coordinate and elaborate the implementation of the logistical plans, communication, training, training support to ANE and its structures, Ministries of Interior and Security as well as the Civil Society Organizations;
- Contribute in the conception and implementation of the work plan of the National Electoral Authority (ANE);
- Contribute in the establishment and the operationalization of the ANE at all levels, national, regional and local;
- Liaise closely with the BINUCA electoral team in the implementation of assistance to the ANE;
- Coordinate the organization of seminars and training with a view to reinforce capacities to manage an electoral process;
- Provide strong fundraising arguments to donors/ or stakeholders;
- Contribute to the mobilization of funds with partners for additional resources to the electoral process;
- Liaise with other interlocutors to reinforce the dialogue between the stakeholders of the process;
- Elaborate and submit periodic reports on the progress of the Project to the UNDP and Development Partners;
- In collaboration with UNDP office, plan and coordinate meetings with partners to submit reports or documents regarding the electoral process;
- Participate in evaluation, political and electoral process missions;
- Provide technical support to the different consultations/activities relevant to the field of competency;
- Ensure in all circumstances that the Project does not compromise the credibility of the UN System, the country's interests and partners implicated in the process;
- Provide all sensitive and targeted counseling to the process;
- Perform other relevant duties as required by the Resident Representative or Country Director of UNDP.

Impact of Results:

The Chief Technical Advisor (CTA) will lead the implementation of UNDP's support to the electoral process and manage the programme under which this support is envisaged to ensure that the electoral process in the Central African Republic is delivered with support to national institutions charged with the task in cooperation with other international actors involved in supporting the process, including MINUSCA. At the conclusion of the assignment, the CTA would have successfully led UNDP's support to a free, fair and transparent electoral process, managed the implementation of the electoral support programme as outlined in the signed project document, managed the financial and narrative reporting related to the programme and successfully liaised with national and international partners of the delivery of the support. At the conclusion of the electoral process, UNDP will have successfully coordinated international financial support to the process and delivered on envisaged results, which will signify the end of

the transition period in CAR and the beginning of the mandate for a democratically elected Central African Government.

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;
- Plans, prioritizes, and delivers tasks on time.

Functional Competencies:

Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Ability to produce reports and high level political analysis;
- Demonstrates openness to change and ability to manage complexities;
- Sets clear performance goals and standards; executes responsibilities accordingly.

Managing Relationships:

- Builds strong client relationships;
- Identifies opportunities and builds strategic partnerships;
- Communicates clearly and convincingly.

Managing Complexity:

- Supports development of clear strategy for successful programme implementation;
- Develops innovative solutions;
- Ability to work under pressure in a multicultural and complex environment;

Knowledge-management and Learning:

- Seeks and applies knowledge, information, and best practices from within and outside UNDP;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Results-Oriented and Development Effectiveness:

- Plans and produces quality results to meet established goals;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to formulate and manage budgets, manage transactions, conduct financial analysis and reporting.

Required Skills and Experience

Education:

- Master's in Social Sciences, Management, Administration, Law or related fields.

Experience:

- At least ten years of professional experience in public administration;
- Experience in programme management in the United Nations System;
- Good knowledge of the political environment, administration of developing countries particularly countries of the Central African region;
- Good knowledge on the organization of elections in Africa;
- Good knowledge on the management of the electoral processes during and post conflict;
- Experience in different tasks relating to the electoral process;
- Good editorial capacity;
- Capacity to dialogue with electoral and high level political and Administrative Officers as well as donors from the international community;
- Have previously worked as CTA in the framework multi donor projects.

Language Requirements:

- Fluency in French is required;
- Working knowledge of English is desirable.