



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Public Outreach Advisor
Pre-classified Grade:	P4
Contract:	TA
Reporting to:	Operations Advisor (Elections)
Location:	Tunis
Duration:	7 months
Languages required:	English and French
Starting date:	1 st June 2014
Expected end date of contract:	31 December 2014

II. Organizational Context

At the beginning of 2011, the Tunisian interim Government requested the United Nations to provide technical and financial support for the electoral process. In response, UNDP Tunisia, in coordination with DPA-EAD, set up the project "Support to the Electoral Process in Tunisia" (SEPT), which provides technical assistance to the national authorities responsible for managing the electoral process as well as support to civil society organizations for public outreach activities and support to women candidates. The project uses an electoral cycle approach designed to provide support to both first and second-generation elections.

From April 2011 onwards, the project supported the holding of the elections for the National Constituent Assembly (NCA), including through technical assistance to the election management body responsible for organizing them, the Instance Supérieure Indépendante pour les Elections (ISIE).

SEPT continues to make technical support available to the Tunisian institutions in charge of electoral processes, including to the NCA as it designs the new electoral architecture and to the new permanent electoral management body that the NCA is establishing. SEPT will also continue to provide support to civil society and women candidates.

III. Functions / Key Results Expected

Under the supervision of the capacity building advisor and in coordination with the operations advisor (elections), the public outreach advisor will:

- Assist ISIE in the planning, set up, development and implementations of Voter Education.
- Assist in the development of electoral information designed to inform the general public about the election process through various media and communications outlets;
- Assist in the development of distribution methods of vital information and instructions for the general population. (Voter Registration, Candidate Registration and polling);
- Advise ISIE on the design and deliver of training courses on voter education activities for Civil Society Organizations, Education officers as well as ISIE personnel;
- Ensure all communications both verbal and written are in compliance with UNDP policies and procedures and uphold the integrity, impartiality and neutrality of the UN and the IEC;
- All efforts and activities apply the appropriate methodologies in accordance with the project's mandate to build the capacity of local counterparts;
- Perform any additional tasks and responsibilities as required for the implementation of the Project and as requested by the appropriate parties.

IV. Expected outputs/deliverables

The expected deliverables to be achieved are:

- Develop a voter education and information strategy for ISIE (instance Supérieure Indépendante pour les Elections).
- Develop a voter education and information plan.
- Develop a monitoring and evaluation plan for the voter education/information campaign to vouch its effectiveness.
- Develop a voter education manual for the ISIE voter education department.
- Provide mentoring and support to the ISIE voter education team.
- Conduct briefings on voter education campaign for ISIE staff and other stakeholders.
- Meet with key civil society organizations to promote voter educations messaging to enhance the quality of the voter education campaign.
- Regular activities reports and final report.

V. Impact of Results

The key results have an impact on the overall efficiency, and effectiveness of the project as they relate to the use of corporate resources in the following areas:

- The project meeting its objectives;
- Effective and timely implementation of project activities;
- High performance of the project activities ensuring operational compliance with UNDP rules, regulations and requirements;
- Transparency and accountability in project implementation;
- Efficient and sound financial accountability.

VI. Competencies and Critical Success Factors

Corporate Competencies:

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

Functional Competencies:

- Knowledge and expertise in voter education, development of strategies and electoral assistance.
- Significant experience in providing practical advice to policy makers; ability to work well with senior counterparts; and knowledge of how to contribute to building national capacities.
- Strong communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and computer technology.
- Analytical judgment and a demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner.
- Demonstrates strong intellectual and operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, and particularly to EMBs and civil society organizations.
- Demonstrates openness to change and ability to manage complexities. Demonstrated ability to multitask under pressure and to meet strict deadlines often under difficult conditions.
- Excellent organizational skills and ability to work effectively in teams, delivering through and with others.
- Self-management, including conflict management/negotiating skills.

VII. Recruitment Qualifications

Education:	Masters degree (or equivalent) in Political Sciences, Law, International Relations, Social Sciences, Public Administration or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.
Experience:	<p>A minimum of eight years of progressively responsible experience in areas such public outreach.</p> <p>Professional experience of managing relationships with high-level counterparts such as government representatives and electoral authorities.</p> <p>Experience of working with UN administration and familiarity with UN policies of electoral assistance and understanding of UN/UNDP programming arrangements.</p> <p>Extensive experience in drafting official documents to be circulated at senior level.</p> <p>Prior experience of working in transitional and emerging democracies and/or of working in the MENA region would be an asset.</p>

Language Requirements:	Fluency in English and French. Knowledge of Arabic would be an advantage.
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VIII. Signatures- Job Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date