UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION

I. Position Information

Job Code Title:	IT/Elections - Database Advisor
Pre-classified Grade:	P4
Contract:	TA
Reporting to:	Operation Advisor (Elections)
Location:	Tunis
Duration:	7 Months
Languages required:	English and French or Arabic
Starting date:	1st 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 operations advisor (elections), the Database Advisor is responsible for the following:

- Assists ISIE to assess information technology requirements with particular reference to the voter registration process, candidate nomination and results management;
- Assists ISIE counterpart(s) in the design, implementation and monitoring of the data processing operation (for example a data center for candidate nomination and electoral result collection and processing).
- Advises the Commission on the design and production of various electoral applications and reports including the list of registration centers, the Provisional Voter Register and the Final Voter Register;
- Ensures transfer of skills to the Commission counterparts through the application of appropriate computer training modules and materials;
- Advises the Commission counterpart/s on the development of proposals for information technology systems to support the electoral process;
- Advises the Commission counterpart/s in the development, testing and implementation and maintenance of its administrative computer equipment and applications;
- Advises the Commission on technical specifications to be submitted for procurement;
- Provides technical review of tender documents for IT equipment to be procured for the electoral process;
- Performs other tasks, duties and responsibilities required for the successful implementation of the project.

IV. Expected outputs/deliverables

The expected deliverables to be achieved are:
- Develop technical specifications for applications.
- Develop technical specifications for hardware.
- Support the development of applications for mobile phone voter registration for ISIE (Instance Supérieure Indépendante pour les Elections).
- Support the development of applications for candidate nomination.
- Support the development of a concept and applications for results management.
- Develop a manual for results management.
- Support technical IT aspects of setting up the tally center.
- Develop concepts and timeline for testing ISIE applications for voter registration, candidate nominations and management of results.
- Provide mentoring and support to the ISIE IT and Operations teams.
- Conduct briefings on IT and elections for ISIE staff.
- Regular activities reports and final mission 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.
- Improve business results and client services.

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 databases, information technology, electoral process 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.
- 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.
- 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) preferably in Computer or Information Systems, Mathematics, Statistics or other related field, or a combination of professional training and certification and experience in relevant areas, in particular in electoral projects. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.
Experience:	At least 8 years of progressively responsible professional experience in systems analysis and development of IT systems required; Professional experience of managing relationships with high-level counterparts such as government representatives and electoral authorities. Extensive experience in drafting official documents to be circulated at senior

	level. Previous experience with UN agencies/UNDP an advantage; Prior experience of working in transitional and emerging democracies and/or of working in the MENA region would be an asset.
Language Requirements:	Fluency in English and French or Arabic.

VIII. Signatures- Job Description Certification

Incumbent (if applicable)

Name   Signature   Date

Supervisor

Name   Signature   Date

Chief Division/Section

Name   Signature   Date