



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title:	External Relations Advisor (Elections)
Pre-classified Grade:	P4
Contract:	TA
Reporting to:	Operations Advisor/Elections
Location:	Tunis
Duration:	7 Months
Languages required:	English and French
Starting date:	1 <sup>st</sup> May 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 project's operations advisor/elections the external relations advisor will:

- Advise ISIE relevant counterpart on the development of a strategy and communication plan with Media, political parties/candidates, observers and other relevant actors.
- Assist ISIE relevant counterparts in managing and coordinating planning , establishment and development of all contacts between ISIE and political parties, candidates, observers and other relevant actors;
- Assist ISIE relevant counterparts in the establishment of communication and information links with all necessary parties to effectively monitor levels of inclusion, involvement, utilization, and help to close the gaps when necessary;
- Support in planning and managing regular meetings with political parties, candidates and electoral observers;
- Advise relevant ISIE counterparts on the application of international standards in the relationship with and the accreditation of political parties/candidates , electoral observers and the nomination of candidates;
- Assist in developing timely and efficient communication between HQ and field offices on matters relating to political parties, candidates, observers and other relevant actors;
- Support the co-ordination among the ISIE relevant departments to prepare policy and guidelines for the accreditation of political parties/candidates, party and candidate agents, observers and media;
- Assist in developing procedures for the nomination of candidates and the accreditation of parties agents, media and electoral observers;
- Develop the capacity of the of external relation staff in the EMB to complete responsibilities without the international assistance for future elections;
- Perform other professional tasks as requested including reporting and development of documents;
- Performing other relevant duties as required by the capacity building advisor.

### **IV. Expected outputs/deliverables**

The expected deliverables to be achieved are:

- Develop the overall external communications plan for ISIE (Instance Supérieure Indépendante pour les Elections).
- Develop the media relation plan for ISIE.
- Develop candidate nomination procedures.
- Draft press statement as requested by ISIE.
- Provide support for all external communication tools such as the website and social media.
- Support ISIE on messaging during the key phases of the process including results process.
- 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.

## 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 democratic governance, electoral assistance and democratization, including their gender dimensions.
- 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.
- Excellent negotiation and representational skills, at senior level (with national leaders, international organizations and/or diplomatic missions).
- 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) 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 professional experience diversified and progressively responsible professional experience in registration of political affairs, public relations, legal field or management;</p> <p>Previous experience in registration of political parties and candidates, and accreditation of party agents an asset; Experience as an electoral observer;</p> <p>Professional experience of advising on external relations matters with high-level counterparts such as diplomatic representations, 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>Good knowledge of election related issues</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.

<b>VIII. Signatures- Job Description Certification</b>		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date