



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Training 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 project's operations advisor/elections the training advisor will:

- Advise ISIE relevant counterpart on the development of a training strategy for the training department of ISIE including training of ISIE staff in HQ, ISIE field staff and polling workers.
- Assist ISIE relevant counterparts in the development of a training plan and timeline for 2014parliamentary and presidential elections;
- Advise relevant ISIE counterparts on the application of international standards for voter registration and polling and counting procedures;
- Support the ISIE training department in developing voter registration and polling and counting manuals and forms;
- Advise the ISIE training department of polling material specifications;
- Capacity building of the training department counterparts';
- Perform other professional tasks as requested including reporting and development of documents;

IV. Expected outputs/deliverables

The expected deliverables to be achieved are:

- Develop a training strategy and plan for the training of ISIE staff including polling and counting for ISIE (Instance Supérieure Indépendante pour les Elections).
- Develop a timeline for polling staff training
- Develop a monitoring and evaluation plan for the training activities to vouch it effectiveness.
- Support the development of a training manual for voter registration.
- Support the development of a training manual for polling and counting.
- Develop technical specifications for training and polling and counting materials.
- Provide mentoring and support to the ISIE training department.
- Conduct briefings on training methodologies and techniques 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.

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 training and the development of electoral procedures;</p> <p>Previous experience in developing voter registration and polling and counting forms and manuals;</p> <p>Professional capacity building experience with EMBs and training departments.</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>

	Prior experience of working in transitional and emerging.
Language Requirements:	Fluency in English and French. Knowledge of Arabic would be an advantage.

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