



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: **Chief Technical Advisor to the CEC**

Position Number: **00046690**

Department: **UNDP Moldova/RBEC**

Reports to: **DRR, Portfolio Manager**

Reports: **DRR**

Position Status: **non-rotational**

Current Grade: n/a

Approved Grade: **P- 5 /ICS 12(TA)**

Position Classified by: **ODU**

Classification Approved by: **OHR,NY**

Duration of employment: **9 months**

### II. Background: Electoral Support to Moldova Project

The project is supporting democratic development in Moldova through strengthening and improving of the electoral processes throughout the 2009-2013 electoral cycles.

Following 2009 electoral periods UNDP Moldova will support Central Electoral Commission (CEC) in strengthening its capacities for better strategic planning and improvement of election administration. Specific deliverables will include a strategic assessment of the electoral administration, a medium term development strategy for the CEC, an electronic State Register of Voters, a new continuous training programme, and others. In this context many activities of this project will be implemented up to 2013 electoral period, as such the project will provide assistance considering the electoral cycle approach with a focus on electoral events happening during this period. The "Electoral Cycle Approach" to assistance has been developed by the UN/UNDP, European Commission and International IDEA<sup>1</sup> and has now been officially adopted by UNDP and the EC for the implementation of their electoral assistance projects. In the last three years many electoral assistance projects managed by UNDP with EC contributions have followed this approach. This approach views electoral assistance as an ongoing or cyclical activity rather than being event driven at specific points in time. The strategy is to provide selected assistance activities throughout the different phases in which the electoral cycle may be divided.

This project specific **output** is: *Improved capacity of Moldovan Electoral Management Bodies and all concerned stakeholders to better manage and oversee elections for strengthening democracy in Moldova.*

<sup>1</sup> See EC Methodological Guide on Electoral Assistance, the IDEA Handbook of Electoral Management and the UNDP Implementation Guide on Electoral Assistance all available at [www.ec-undp-electoralassistance.org](http://www.ec-undp-electoralassistance.org)

### III. Organizational Context

Under the overall supervision of the UNDP Deputy Resident Representative, the direct supervision of the UNDP Portfolio Manager, and in close cooperation with the Electoral Support to Moldova Project Team as well as in close collaboration with the Central Electoral Commission (CEC), the Chief Technical Adviser will assist the CEC, project team and CO to deliver on project results with a special focus on consolidating institutional and technical capacity of the CEC to better manage electoral processes in the country. The CTA is the lead international expert and the team leader of the election technical advisors and consultants.

### IV. Functions / Key Results Expected

Key responsibilities:

- Coordination of international and national advisors and experts in the areas of the Project intervention;
- Provide international expertise and advice on the Project-related matters in line with the international and European standards;
- Drafting of Terms of Reference related to the areas of the Project intervention;
- Maintaining regular communications with the key officials of the Central Electoral Commission, partner organizations, other institutions involved into implementation of the Project;
- Ensure that UNDP efforts in the areas mentioned above lead to sustainable capacity building and development of government institutions and agencies, with primary focus on the Central Electoral Commission of Moldova;
- Regular drafting of relevant documentation and reports to underpin Project's interventions, efforts and activities.

Summary of key functions:

1. Provision of policy advice and expertise on electoral processes
2. Operational and technical assistance to CEC
3. Advisory assistance to UNDP Country Office (CO)

1. Provision of policy advice and expertise on electoral processes:

- Long term strategic planning and sustainable organizational development.

CTA will assist CEC in developing and approving a medium term strategic plan that will contain a detailed diagnostic analysis of CEC with a SWOT matrix, priorities for CEC development as well as detailed annual action plans. This activity will also contain provision of advice and technical expertise to CEC management on issues of strategic planning and organizational development.

- Policy recommendations on improvement of electoral process in the country.

CTA will assist CEC in preparation of policy recommendations as of how to improve and better manage the electoral processes in Moldova. On this matter the CTA will coordinate its work with legal advisors to be hired in this regard. Policy recommendations will be prepared and presented in format of reports to the CEC and Moldovan Public Authorities.

- Provide background papers, briefing notes and concept notes to inform decisions on the

electoral process in Moldova

2. Operational and technical assistance to CEC, including:

- Operational planning.
- Procedural development.
- Cooperation and interfacing with other national and international stakeholders.
- All election technical issues not covered by other experts.
- Establish contacts with local Government institutions, UN agencies and other organizations (e.g. NGOs) active in the areas of respective programme activities;

CTA will provide specific technical expertise on operational level to CEC on matters, including, but not limited to implementation of modern and efficient information systems in managing electoral processes, including voters lists and registration, early results tabulation, final results etc.; capacity development issues for CEC, including through coordination of trainings (i.e. BRIDGE), legal aspects, voter and civic education conceptualization, dispute resolution improvement, ad-hoc material/technical support to CEC and other issues requested by CEC.

3. Advisory assistance to CO:

- Advisor to the UN Resident Representative on electoral matters.
- Coordination with other organizations providing support to the CEC.
- Compilation of project reports to the UNDP and donor community based on input from the project team.
- Advise the Country Office on possible key interventions with a longer term perspective that will complement the process of democratisation and facilitate the development of new projects that UNDP may decide to undertake
- Make recommendations for the envisaged role of the UNDP in the implementation of the project, and provide a detailed analysis of the capacity needed within the UNDP to fulfil the obligations that would arise from it
- Other duties relevant to the unit, as requested by the direct supervisor

**Specific deliverables**

- CEC Development Strategy and Annual Action Plans for a five-year period
- Concept and action plan for implementing the Electoral Information Management System with primary focus on the electronic State register of voters
- Concept and action plan for establishing and operating a continuous training system within CEC
- Concept (recommendations) for establishing and operating an electoral complaints management system
- Electoral Policy Recommendations report and action plan to CEC and Moldovan Parliament
- Detailed monthly reports on project activities and outline of future priorities and actions

**V. Impact of Results**

The key results have a direct impact on the overall successful achievement of the CO programme. All over the technical expertise and advice provided by the CTA should lead to enhanced capacities of the CEC to better manage elections, as well as enhance UNDP's position as a strong development partner in the electoral support area.

**VI. Competencies**

**Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Considers and fully adheres to UNDP rules, procedures and best practices;
- Advocates and promotes the vision, mission and strategic goals of the UN system;
- Displays cultural, gender, religious, ethnic and age sensitivity and adaptability;
- Treats people fairly and without favouritism.

**Functional Competencies:**

- Proven analytical capacity and strategic thinking;
- Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate;
- Excellent interpersonal and supervisory skills;
- Resourcefulness, initiative, and maturity of judgment;
- Excellent communications, organizational and management skills in a complex multi-stakeholder environment;
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;
- Excellent computer/information systems skills.

**Management and Leadership Competencies:**

- Strong results orientation;
- Effective problem-solver;
- Demonstrated capacity-building and facilitation skills;
- Consistently approaches work with energy and positive-constructive attitude;
- Ability to establish effective working relations in a multicultural team environment;
- Effectively manages teams and creates an enabling work environment;
- Flexible and responsive with a client-oriented approach.

**VII. Recruitment Qualifications**

Education:	Advanced Degree in Public Administration, Law or related field.
Experience:	<ul style="list-style-type: none"><li>• Minimum ten years of international experience in the field of technical expertise and assistance in elections field</li><li>• Previous experience working in an advisory capacity, acting as leading expert is preferred</li><li>• Experience in work with electronic registers of voters, and other elections-related IT systems is a strong advantage;</li><li>• Experience of work in the elections management bodies in established democracies (in senior position - an advantage);</li><li>• Experience of advisory work on local or regional electoral systems in Central and Eastern Europe is a strong advantage</li></ul>
Language Requirements:	Fluency in English (written and spoken). Working knowledge of Russian and/or Romanian is an advantage.