



## UNITED NATIONS DEVELOPMENT PROGRAMME

### JOB DESCRIPTION

#### I. Position Information

<b>Job Code Title:</b>	<b>CEC Communication Center Manager</b>
Project Title:	Electoral Support to Moldova
Supervisor:	PR/Media Advisor to the Central Electoral Commission
Duration of employment:	3 months (with a possibility of extension), full-time
Employment start date:	1 September 2010

#### II. Background

The Electoral Support to Moldova project is designed to support democratic development in Moldova through strengthening of the electoral processes over the coming electoral cycles up to 2013. The key areas of development assistance include improved voter register; use of IT in election administration; enfranchisement of diaspora; capacity building of electoral staff; enhanced transparency of the electoral process through use of media, voter education and observation; legislative reform; and direct support for procurement of specific election materials.

#### III. Organizational Context

Under the guidance and direct supervision of the PR Advisor, and in close coordination with the CEC Head of Civic Education and Training, CEC Secretary, the Communication Center Manager ensures the effective and efficient management of the *CEC Media Center* during electoral periods. The Communication Center Manager also will assist the CEC Civic Education Division in choosing, indexing, placing and archiving the Voter Education/CEC material to display in the Information Booth in the CEC building. Presence at the Media Center and at the Information Booth will be insured by the Communication Center Manager and Communication Center Assistant.

The Communication Center Manager works in close collaboration with the CEC Head of Civic Education and Training, CEC Secretary, the Electoral Support to Moldova Project, the PR/Media Advisor to the CEC.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

#### **IV. Functions / Key Results Expected**

##### **Summary of Key Functions:**

The incumbent will be responsible for the management of the CEC Media Center in full coordination with CEC and the Project. More specifically:

1. Operational management of the Media Center:
  - a) Oversee and maintain the integrity and functionality of the IT equipment, other equipment, and furniture located in the Media Center;
  - b) Oversee the stock of supplies of the Media Center and fill in and submit requests to replenish them when needed (cartridges, office consumables, other);
  - c) Oversee and maintain the functionality of phone lines, internet connection and other communications proposed by the Media Center;
  - d) Install a daily clipping media service.
  
2. Public Affairs activities:
  - a) Write and distribute press releases to the Moldovan and international media;
  - b) Produce and distribute Public Affairs materials to the Moldovan and international media;
  - c) Prepare press points and briefings whenever needed by CEC Secretary, Vice Chairwoman and Head of Civic Education and Training;
  - d) Prepare background material, including voter and civic education material, to be distributed to the media;
  - e) Be available for all media requests during the electoral period;
  - f) Provide analyses and performance measurement of the Media Center in the media and the media community;
  - g) Be pro-active in servicing the media.
  
3. Civic education activities:
  - a) Equip an information booth for media, citizens, academics and all other election interested parties (choosing, indexing, placing and archiving the Voter Education/CEC material);
  - b) Manage the information booth between elections to allow electoral material to be disseminated to citizens, media, academics and all other election interested parties;
  - c) Coordinate civic education awareness campaigns with CEC Head of Civic Education and Training.

#### **V. Impact of Results**

The key results will be the facilitation of access to information from the CEC to the media and a fully equipped and functional Information Booth.

## VI. Competencies

### Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Functional Competencies:

#### Knowledge Management and Learning:

- Shares knowledge and experience.
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

#### Development and Operational Effectiveness:

- Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting.
- Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

#### Leadership and Self-Management:

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

## VII. Recruitment Qualifications

Education:	University/Master Degree in Public Relations, Journalism, Law, Political Science, or other related field.
Experience:	Three years of progressively responsible experience is required at the national or international level in the areas of democratic governance, elections, public administration, rule of law and/or other related field;  Previous experience in media and communications, governmental institutions, NGO or private sector / consulting firm is a very strong advantage;  Strong operational and communication skills, detail oriented;  Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in both oral and written Romanian and English is a must. Knowledge of Russian is very much desired.