



UNITED NATIONS DEVELOPMENT PROGRAMME - JOB DESCRIPTION

I. Position Information

Job Title: Electoral Officer (Field Coordination) Department: UNDP-South Sudan South Sudan Electoral Support (SSES) project Reports to: Chief Technical Advisor, SSES Project	Grade Level: P4 Bureau: RBA Direct Reports: Chief Technical Advisor	Position Number: Position designation: with mobility requirement, non-rotational Duty Station: Juba, South Sudan
Career Track: Professional/Expert Career Stream: Programme - Crisis Prevention and Resilience Contract Modality: FTA International (Seconded Expert) Contract Duration: One year with possibility of extension		

II. Background and Organizational Context

The Revitalized Agreement for the Resolution of Conflict in South Sudan (R-ARCSS) signed in September 2018 and the subsequent formation of a Revitalized Transitional Government of National Unity (R-TGoNU) in February 2020 ended several years of civil war in South Sudan. One of the key benchmarks in the Agreement is the conduct of elections. In August 2022 the Roadmap to the Agreement extended the transitional period and stipulated elections be held in December 2024. These elections will be South Sudan's first elections as a sovereign state. A United Nations electoral Needs Assessment Mission (NAM) was deployed to the country in May 2021 and a Trilateral team, composed of AUMISS, IGAD and the UN, conducted a needs assessment and evaluation of the electoral and permanent constitution making processes in 2022. In January 2023 the Government of South Sudan formally requested the United Nations to provide electoral assistance recognizing the need to begin planning and preparations for the elections, including establishing the legal framework, reconstitution of the National Elections Commission (NEC), working with political parties, civil society and the media raising public awareness and creating conditions for inclusive participation of citizens.

A UN Integrated Electoral Assistance Team (IEAT) has been established led by the United Nations Mission in South Sudan (UNMISS) and UNDP as part of the IEAT has set up the South Sudan Electoral Support (SESS) project. Against this background UNDP South Sudan is seeking to engage the services of an Electoral Officer (Field Coordination) to assist the UN IEAT to implement the electoral assistance related activities as well as to support the capacity development and institution building of the NEC.

III. Position Purpose

Under the overall guidance and supervision of the Chief Technical Advisor, SESS Project, and in close coordination with the Chief UNIEAT/ Senior Electoral Officer, the Electoral Officer (Field Coordination) will be responsible to support the UN IEAT electoral assistance related activities. The key results have an impact on the overall IEAT's efficiency in electoral operations and field coordination and success in establishment and implementation of operational strategies.

The Electoral Officer (Field Coordination) will interact frequently with the United Nations Integrated Electoral Assistance Team (IEAT) members, especially with his/her supervisor, UNMISS and the UN Country Team, national authorities, such as the electoral management body NEC, other national institutions involved in the electoral process, political parties, non-governmental organizations, academic institutions, institutes and foundations. If required, the Electoral Officer (Field Coordination) will interact with other international organisations and donors.

Results Expected:

1. The support of the United Nations in the area of responsibility contributes to credible and inclusive elections;
2. The United Nations mandated support in the area of responsibility is implemented effectively, using resources efficiently and minimizing risks to the organization;
3. The supervisor has access to accurate and timely information as well as advice on the electoral process and its implications.

Summary of key functions:

1. Technical support to the National Elections Commission and other Electoral Management Bodies (EMB) and Stakeholders;
2. Support to capacity building and elections advisory services provided by UNIEAT;
3. Effective partnership building, coordination, reporting and timely delivery of UNIEAT outputs.

IV. Key Duties and Accountabilities

1. Ensures Technical support to the National Elections Commission and other Electoral Management Bodies (EMB) and Stakeholders

<i>Example of Duties:</i>	<ul style="list-style-type: none"> • Provide technical support and advice to national authorities, e.g., National Elections Commission (NEC) on the establishment of, and coordination between newly established NEC offices throughout the country to build the institution able to effectively plan and administrate the electoral process; • Share comparative experiences and provide technical advice and assistance to the national authorities, especially the NEC HQ and field structures in the field of coordination of operational activities, logistics and reporting; • Establish, coordinate and maintain UNMISS electoral field structures to ensure a constant flow of information in both directions, and to support the implementation of any electoral operation, logistical activity or reporting requirement.
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2. Ensures Support to capacity building and elections advisory services provided by UNIEAT;

<i>Example of Duties:</i>	<ul style="list-style-type: none"> • Support the implementation of electoral programs and processes by providing advice and support to build institutional and professional capacities of relevant national stakeholders, such as the NEC, on the establishment of its field structure, daily coordination and management of their work, enabling efficient, effective and timely communication and reporting, building up and eventually coordinating electoral operations across the country, supporting the creation of a conducive and enabling environment and civic space, as the NEC field structure is the first point of contact for the public, which requires a functioning flow of information in both directions; • Contribute to capacity-building and training of national counterparts, strengthening of national institutions, and sharing information with political parties, candidates, observers, voters, civil society organizations and other relevant groups of society to enhance understanding of a conducive environment and the rules of the electoral process;
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3. Effective partnership building, coordination, reporting and timely delivery of UNIEAT outputs;

<i>Example of Duties:</i>	<ul style="list-style-type: none"> • Establish and maintain professional and productive partnerships with national counterparts and other key stakeholders and partners in the electoral process; • Collect feedback from the international community and develop strategies for resource mobilization. • Provide regular briefings and reports;
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- If required, supervise and manage the performance of national and international staff assigned to the area of responsibility;

V. Requirements:

Education

- Advanced university degree (master’s degree or equivalent) in political science international economics, international relations, law, public administration, or a related field. or
- A first-level university degree (bachelor’s degree) in combination with an additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree.

Experience, Knowledge, and Skills

- A minimum of five (5) years (with master’s degree) or seven (7) years (with bachelor’s degree) of progressively responsible experience in elections and related areas in at least three (3) countries.
- At least two (2) years of experience in supervising, implementing, supporting or advising on electoral processes is required.
- Experience in supporting national institutions in addressing electoral legal framework and electoral process related topics, such as electoral disputes, or other electoral assistance experience is desired.
- Experience in developing countries and in post-conflict situations is required. Previous experience of managing teams of different backgrounds and nationalities is desirable.
- Experience in bilateral or multilateral negotiations is desirable.
- Two (2) years or more of experience in data analytics or related area is desirable.
- United Nations electoral experience in a peacekeeping operation, political mission and/or a UN agency or other relevant international electoral experience is desired.
- Relevant experience in international operations, international organizations specially working with developing countries is highly desirable.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of web-based management systems including SharePoint, database and e-commerce is required

Expected Demonstration of Competencies

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 3: Set and align challenging, achievable objectives for multiple projects, have lasting impact
Think Innovatively:	LEVEL 3: Proactively mitigate potential risks, develop new ideas to solve complex problems
Learn Continuously	LEVEL 3: Create and act on opportunities to expand horizons, diversify experiences
Adapt with Agility	LEVEL 3: Proactively initiate and champion change, manage multiple competing demands
Act with Determination	LEVEL 3: Think beyond immediate task/barriers and take action to achieve greater results
Engage and Partner	LEVEL 3: Political savvy, navigate complex landscape, champion inter-agency collaboration

Enable Diversity and Inclusion

LEVEL 3: Appreciate benefits of diverse workforce and champion inclusivity

People Management (Insert below standard sentence if the position has direct reports.)

UNDP People Management Competencies can be found in the dedicated [site](#).

Cross-Functional & Technical competencies (insert up to seven competencies)

Thematic Area	Name	Definition
Business Direction and Strategy	Building Strategic Partnerships:	Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships
Business Direction and Strategy	Electoral Cycle:	Knowledge of electoral cycles, legal systems and institutions and process support, including risk and violence reduction strategies and ability to apply to strategic and/or practical situation
Business Direction & Strategy	Strategic Thinking	Ability to develop effective strategies and prioritized plans in line with UNDP's objectives, based on the systemic analysis of challenges, potential risks and opportunities; linking the vision to reality on the ground, and creating tangible solutions.
Business Management	Portfolio Management	Ability to select, prioritize and control the organization's programmes and projects, in line with its strategic objectives and capacity; ability to balance the implementation of change initiatives and the maintenance of business-as-usual, while optimizing return on investment
Business Management	Communication	Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
Business Management	Working with Evidence and Data	Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions, and supporting decision-making.
Business Management	Risk Management	Ability to identify and organize action around mitigating and proactively managing risks.