



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### TERMS OF REFERENCE

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<b>Assignment title:</b>	Programme Officer
<b>IDEA Division:</b>	Africa and West Asia Programme
<b>Location:</b>	African Union Commission, Addis Ababa, Ethiopia
<b>Line Manager:</b>	Department of Political Affairs
<b>Project:</b>	IDEA/AUC Joint Activity Plan (JAP)
<b>Donor:</b>	DFID and Norway
<b>Funding Agreement:</b>	DFID /Norway/IDEA/AU

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#### **The main functions of the assignment are to:**

Lead in the operationalisation of the MoU between International IDEA and the African Union Commission, including activities related to:

- Supporting initiatives to create awareness of the African Charter of Democracy, Elections and Governance among Union Member States and undertake joint efforts to encourage ratification, domestication, implementation and of and reporting on the Charter;
- Support to political parties in the Union's Member States to become strong, representative and effective agents of democratic governance consolidation, including collaboration to explore ways for the Commission, in conjunction with the Regional Economic Communities, to support democracy building in the Union's Member States;
- Collaborate on mainstreaming of gender and youth in democracy, governance and development initiatives of the Union;
- Support to conflict prevention and management and peacebuilding processes in the Union's Member States.

#### **Tasks and Responsibilities**

Within delegated authority, the Programme Officer will be responsible for the following tasks as it relates to the assignment:

- Drawing on various sources and field visits, identifies, monitors and analyses political developments, trends and emerging issues related to on-going and emerging democratic and conflicts issues on the African continent and how such developments shape the African Union interventions and potential response
- Examines and reviews sub-regional organizations responses in line with AU and assess implications and makes recommendations for policy and strategic interventions by the African Union to address issues of concern and to advance mandate objectives
- Within the assigned countries of work, prepares comprehensive country profiles of assigned countries holding elections or countries with risk of an unconstitutional change of government
- Prepares quick policy briefs, background notes and analytical reports including, but not limited to, situation reports, briefing notes, talking points, and briefings for the leadership of the African Union including the Commissioner for Political Affairs and the Chairperson for relevant organs of the AU as required
- Contributes to the AU's efforts to address any on-going and/or emerging democratic and governance gaps that could lead to conflicts by working in close collaboration and coordination with relevant AU departments and organs including the AU Peace and Security Department. Helping to strengthen the strategic partnership with sub-regional organizations through liaison offices to the AUC and facilitates the exchange of information that would enrich the country profiles
- Liaises and collaborates with other relevant agencies and organisations like the UN, consults and cooperates with partners to develop strategies and plans of action to address political challenges, in pursuit of shared objectives. Monitors, evaluates and reports on programme activity and implementation.
- Contributes to the formulation and implementation of the programme of work. Supports the planning and budgetary process of the Programme to which s/he is assigned.
- Performs other relevant tasks as required.

### **Required Skills and Competencies**

**Professionalism:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Considerable analytical and research experience demonstrated over at least 6 years of experience and backed up by writing samples, strong ability to provide conceptual analysis, strong sense of responsibility and commitment,,

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**Judgment/Decision-making:** Identifies key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

**Vision:** Identifies strategic issues, opportunities and risks; and clearly communicates links between the Organization's strategy and the work unit's goals; Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

**Functional Competence:**

- Considerable analytical and research experience demonstrated by over at least 6 years of experience and backed up by writing samples;
- Proven ability to provide conceptual analysis;
- Strong sense of responsibility and commitment;
- Ability to prioritise and manage workload independently within a team;
- Excellent project management skills;

**Work relationships:**

- Ability to operate effectively in a multi-cultural environment and be gender-sensitive;
- Ability to and commitment to ensuring joint activities and practical synergies between the work of the DPA, DFID, Norway and the IDEA Africa and West Asia Regional Office.

**Experience**

- A minimum of six years of progressively responsible experience in political affairs, diplomacy, conflict resolution, or related field;
- Extensive experience in political outreach, facilitation, analysis, advice and reporting is required;
- Experience working in the areas of early warning, conflict prevention and mediation.

**Education**

- Advanced university degree (master's degree or equivalent) in Political Science, International Relations, Social Sciences, Law, Human Rights Public Administration, or a related field.

**Languages:**

- Fluency in spoken and written English or French is required.

**Duration of Assignment**

The assignment will be initially for the duration of one year. The contract may be renewable depending on availability of funding and subject to a satisfactory performance evaluation. Fixed monthly fees in the range of EUR 3,500 - 5,500 per month will be provided