



Position: Political and Electoral Expert

Team: Electoral Processes

Division: Africa and West Asia Programme

Location: African Union Commission, Addis Ababa, Ethiopia

Directorate: Governance and Conflict Prevention Director, Department of Political Affairs, Peace and Security

Project: *Strengthening Pan-African Capacities for Electoral Observation and Assistance (SPEC)*

Donor: European Union

1. Background

The International Institute for Democracy and Electoral Assistance – International IDEA – is an Inter-Governmental Organization that supports sustainable democracy worldwide. Its objective is to strengthen democratic institutions and processes. The Institute acts as a catalyst for democracy building by providing global comparative knowledge resources and tools, policy proposals and supporting democratic reforms in response to specific national requests, specifically in electoral processes, constitution building processes, political participation and representation, democracy and climate change, and democracy and digitalization.

International IDEA is leading a consortium in implementing a European Union-funded, continental electoral support project, titled, ‘*Strengthening Pan-African Capacities for Electoral Observation and Assistance*’ project. The consortium led by International IDEA includes the Electoral Institute for Sustainable Democracy in Africa (EISA). The project is a three-year project with an overall objective of contributing to improved transparency and credibility of elections in Africa while contributing towards progress in the achievement of SDG 16.6 at the global level.

Against this background, International IDEA seeks to second a Political and Elections Expert to the Department of Political Affairs, Peace and Security African Union Commission (AUC) in Addis Ababa, Ethiopia.

2. Job Purpose

Provide technical support to Directorate of Governance and Conflict Prevention within the Department of Political Affairs, Peace and Security towards improvement in transparent and credible elections in Africa.

3. Main functions

- a) Responsible for the delegation and execution of defined assignment areas.



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- b) Participates in the organisation of relevant meetings, congresses and conferences with stakeholders.
- c) Engages with relevant mid-level stakeholders and develop working relationships. Support the promotion of the activities of the Unit/Division including preparing leaflets, guidelines, analytical papers and fact sheets.
- d) Assists in drafting reports and participate in the preparation of budgets and work programmes related to the functioning of the Unit/Division.
- e) Provides technical support to internal and external stakeholders.

4. Specific Responsibilities: (Elections Observation and Technical Assistance)

- a) Providing technical support for the development and operationalisation of the framework for the AU electoral assistance to Member States.
- b) Providing advisory and technical support for the development and implementation of electoral assistance programmatic outputs.
- c) Technical support to AU Technical assistance missions in the AU Member States.
- d) Supporting the development and dissemination of knowledge resources.
- e) Undertaking other assignments assigned by the Director of Governance and Conflict Prevention.
- f) Contributing to the development, revision, publication and dissemination of knowledge products.
- g) Providing in-country technical assistance to African Union Election Observation Missions (AUEOMs). Contributing to development of checklists and other data collection tools for AUEOMs in the field.
- h) Supporting further development of the AU methodology for follow-up initiatives.
- i) Providing technical support to AU follow-up missions.
- j) Completing other assignments as required by the PAPS.
- k) Providing the PAPS with data analysis and data management support.
- l) Contributing to implementation of the programmes of the Democracy, Elections and Constitutionalism (DEC) Division and more broadly, the Department of Political Affairs Peace and Security (DPAPS).
- m) Working closely with the international IDEA team in support for the DEC/DPAPS.

5. Academic Requirement and Relevant Experience / Requirements

- Advanced university degree (master's degree or equivalent) in Political Science, International Relations, Social Sciences, Law, Human Rights, Public Administration, or a related field.
- A minimum of eight years of progressive experience in electoral support in Africa.
- Extensive field experience in electoral support, including technical assistance, facilitation, analysis, advisory support, assessments and reporting is required.
- Experience working in the areas of election observation, research and analysis is valuable.
- Familiarity with the African Union, Regional Economic Communities and elections management bodies in Africa.
- Experience working in an inter-governmental institution will be an asset
- Candidates must hold citizenship of an AU member state.

6. Required Skills

- Strong oral and written communication skills.
- Strong analytical skills.
- Ability to work across business units / geographies; culturally sensitive environment.

- Ability to work in a team and maintain team spirit.
- Ability to work under pressure, and to act with discretion in a politically sensitive environment and to establish good working relationship with key stakeholders.
- Experience working with donors and international partners.
- Proficiency in one of the AU official working languages (French, English, Portuguese, Spanish, and Arabic) and fluency in another AU language(s) is an added advantage.

7. Leadership Competencies

- ***Change Management:*** - Assists others in adapting to change. Is flexible and introduces new ideas and approaches to the team.
- ***Managing Risk:*** - Acts with consideration of potential negative consequences for self or others in mind.

8. Core Competencies

- ***Teamwork and Collaboration:*** - Develops positive working relationships by building rapport, listening to others and demonstrating interest in the opinions and views of others.
- ***Accountability Awareness and Compliance:*** - Accepts responsibility for outcomes even when elements are not within his/her control, providing a balanced and objective explanation.
- ***Learning Orientation:*** - Modifies behaviour for improvement. Actively seeks out relevant training programs and stretch opportunities to develop knowledge and skills.
- ***Communicating with Influence:*** - Presents the key points of an argument persuasively to convince others. Talks at a suitable pace and level.

9. Functional Competencies

- ***Analytical Thinking and Problem Solving:*** - Identifies alternative approaches or actions to a problem, be able to decide and act quickly and decisively when there is not enough information.
- ***Job Knowledge and Information Sharing:*** - Aware of the knowledge and information relevant to their roles and shares appropriately and participates in activities to facilitate sharing. Understands and complies with information management standards and guidelines.
- ***Drive for Results:*** - Identifies resources that are needed to achieve team goals. Keeps track of measures and outcomes against a standard that is not imposed by others.
- ***Continuous Improvement Focus:*** - Impacts job efficiency and objectives by doing something new and different within the area but not necessarily new to the work of the unit/organization.

10. Key deliverables:

- Monthly invoice supported by monthly narrative report
- All reports and deliverables as mandated by the AU

11. Duration of Assignment

The assignment will be initially for a duration of one year. The contract may be renewable depending on availability of funding and subject to a satisfactory performance evaluation.

12. Selection process

Interested candidates should submit the following documents via email tendersubmissions@idea.int no later than 6 June 2025. See tender notice for more details.