



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE – EOI 258-18/40

Post title:	National Associate Programme Officer
Location:	Skopje, Macedonia
Line Manager:	Team Leader Macedonia
Project:	Support to Electoral Reform in Macedonia
Donor:	Swiss Agency for Development and Cooperation SDC
Funding Agreement:	Contingent upon funding

The main functions of the post are to:

Serve as the International IDEA programme staff for the project to support Macedonian institutions and stakeholders. Specifically, the main duties and responsibilities of the Associate Programme Officer will include the following:

- Provide support to the Team Leader and National Senior Programme Officer in developing and implementing project activities
- Conduct research on a range of topics
- Draft high-quality documents
- Communicate with high-profile external stakeholders
- Assist in organizing events

Required Skills and Competencies

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence 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 3 years of experience.

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: 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: Clearly communicates links between the Organization's strategy and the work unit's goals; Conveys enthusiasm about future possibilities.

Functional Competence:

- Experience with democratic processes over at least 3 years
- Strong ability to provide conceptual analysis
- Strong sense of responsibility and commitment
- Ability to prioritise and manage workload
- Ability to operate effectively in a multi-cultural environment and be gender and conflict-sensitive
- Good understanding of project management

Experience

A minimum of three years of experience in democratic processes in Macedonia.

Education

University degree in Political Science, International Relations, Social Sciences, Law, Human Rights Public Administration, or a related field.

Languages:

Fluency in spoken and written English and Macedonian is required. Knowledge of Albanian is considered an asset.

Tenure of appointment

The assignment is contingent upon secured funding and is expected to commence in 2019.