



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE – EOI 258-18/40

| | |
|---------------------------|--|
| Post title: | National Senior 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 technical expert for the project to support Macedonian institutions and stakeholders. Specifically, the main duties and responsibilities of the National Senior Programme Officer will include the following:

- Provide capacity building support to the State Election Commission (SEC) Macedonia in understanding and implementing reforms;
- Provide capacity building support to political parties in developing democratic internal policies and election programmes;
- Provide capacity building support to the empowerment of citizens to hold political parties and elected officials accountable;
- Coordinate and lead capacity building activities for other electoral stakeholders;
- Coordinate and organize high-profile dialogues, workshops and other activities aimed at supporting Macedonian stakeholders in reviewing electoral processes and providing recommendations to improve electoral practices;
- Coordinate and lead technical input to the drafting of key electoral documents such as draft policies, procedures, regulations and/or workplans;
- Coordinate and liaise with other actors supporting the electoral process such as governmental agencies, civil society organizations or other international electoral assistance providers;
- Contribute to the design and implementation of the project monitoring and evaluation framework; and
- Contribute to the drafting of project progress reports, activity reports and situational analyses.

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 10 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 electoral administration experience demonstrated over at least 10 years;
- Strong ability to provide conceptual analysis;
- Strong sense of responsibility and commitment;
- Ability to prioritise and manage workload independently within a team;
- Ability to operate effectively in a multi-cultural environment and be gender and conflict-sensitive;
- Excellent project management skills;

Experience

A minimum of ten years of progressively responsible experience in electoral administration in Macedonia is required with extensive experience working with electoral management bodies

in the areas of capacity development; planning & operations; drafting electoral procedures; and stakeholder outreach. Extensive experience in political outreach, facilitation, analysis, advice and reporting is required.

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 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.