



Associate Programme Officer - Elections (LOC B)

Team:	Chad Programme
Duty Station:	Ndjamena, Chad
Title of Line Manager:	Head of Programme

Context

International IDEA is managing a 18 months EU funded programme to support to the Democratic transition in Chad, and to contribute to SDG 16 to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

The programme seeks to support the democratic transition by supporting the establishment of mechanisms for an inclusive dialogue and consensus building on the transition process; strengthen stakeholders' capacity for constitution building; enhance stakeholders' capacity for electoral reform that will facilitate credible electoral processes; and strengthen citizens awareness on the transitional process and broader democratic governance practices. It is anticipated that Chad's transition period and processes will provide an opportunity for Chad's transition to democracy.

The Associate Programme Officer will support planning and implementation of the Elections programme activities. The incumbent will also support analysis of the developments in the democratic transition in Chad and advise programme team members on the implications of such development to constitution building aspects of the programme.

Duties and Responsibilities

- Supports the provision of technical assistance on Electoral processes and representation to partners, national institutions and other stakeholders;
- Supports the design, implementation and monitoring of training programmes, conferences, seminars and workshops in accordance with the workplan and the project's results framework;
- Supports the team to identify synergies and partnership opportunities for the implementation of electoral processes related activities in the Programme;
- Conducts basic research, analyzes and presents information on electoral issues and activities, to include collecting, analyzing and presenting data and information gathered from diverse sources;
- Maintains a database and follows up on beneficiaries of International IDEA's training on elections related work to document the implementation of learning from the training;

- Contributes to the creation of mechanisms and opportunities that allow for the exchange of information and experiences in the region;
- Supports the deployment of experts and consultants and liaises with partners to support the achievement of programme objectives.
- Assists in identifying issues of common interest and supports the implementation of related activities for democracy promotion;
- Contributes to the design and development of knowledge products; supports the team in the research and development of papers and articles;
- Supports the promotion of dialogue and consensus building among political actors on Elections in Chad;
- Contributes to the monitoring and evaluation of the programme, through the collection of data from the Ministry of National Reconciliation and other stakeholders, and the documenting of outcomes and impact of International IDEA's work in Chad;
- Contributes to preparation of periodic project reports in line with the project results framework, while ensuring disaggregation and profiling of gender, youth and other vulnerable persons;

General Profile

- Requires in-depth knowledge, excellent skills and relevant experience in the field of elections, democracy and gender;
- Will contribute to assigned projects in different aspects of the project life cycle, more specifically will conduct research and analysis, will draft various documents (articles, concept notes, agreements, etc.) and will support the projects vis-à-vis all internal and external stakeholders;
- Adds value to team-based activities in his/her unit; collaborates with other entities of the Institute as required; Interacts successfully with multidisciplinary teams;
- Can be expected to travel globally to any geographical area involved in his/her projects;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Acts in accordance with International IDEA' s core values; Respect, Integrity and Professionalism;
- Integrates a gender and diversity perspective in all activities.

Reporting Line

- Head of Programme.

Programmatic Knowledge

- Has good knowledge in own discipline and some understanding of related disciplines to be able to approach programmatic issues in a holistic manner;
- Has excellent knowledge of the Chadian context and electoral stakeholders

Operational Knowledge, skills and experience

- Integrates a results-based approach into the design, management and evaluation of all his/her programmatic activities;
- Has a good understanding of the key geographical zone where his/her work is implemented – which may imply field/international experience at some point;
- Contributes to the research of information on donors and partners, and all other activities related to resource mobilization and partnership building;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

Leadership

- No direct people management responsibility.

Problem Solving

- Is able to solve problems of varying degrees of complexity; approaches issues with new perspectives; analyses situations from a multitude of intervening factors;

Impact

- Has an impact on the programme development and delivery.

Communication and Interpersonal Skills

- Liaises regularly with all internal and external stakeholders involved in his/her projects;
- Acts in all assignments with personal energy and engagement;
- Has good communication and negotiation skills, including with authorities, civil society actors and public officials, and clear and well-organized presentation of ideas and concepts;
- Has an understanding of sensitive issues and can act with diplomacy.
- Respects coworkers, generating a harmonious and participatory climate;
- Fluency in written and oral in French. Good knowledge of English; Knowledge of Arabic considered an asset.

Education and Experience

- University degree in political science, law sociology, international relations or other related subject;
- A minimum of three (3) years of relevant professional experience working in the field of Elections, democracy and governance, political participation and representation and gender;
- Experience of working in an international context, e.g. in an intergovernmental organization, considered an advantage;
- Proven experience in engaging, cultivating and influencing stakeholders is essential;
- Previous experience of managing donor funded projects will be considered an asset.