



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSOM)



UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

**THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS:	18 JUNE 2016
DATE OF ISSUANCE:	3 JUNE 2016
FUNCTIONAL TITLE:	ASSOCIATE ELECTORAL OFFICER (EXTERNAL RELATIONS)
LEVEL:	NO-B
SECTION:	INTEGRATED ELECTORAL SUPPORT OFFICE (IESG)
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER :	UNSOM/ELEC/036/2016

Special Notice

This position is based in Mogadishu and is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in relation to this appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

The External Relations Officer reports to and works under the supervision of the External Relations Advisor.

Responsibilities:

Within delegated authority, The Associate Electoral Officer (External Relations) will be responsible for the following duties:

Planning and designing of internal and external strategies for communications and outreach

- Prepare and conduct communication needs assessment for External Relations activities.
- Draft and develop NIEC External Relations strategy based on consultations with stakeholders namely, civic society, electoral observers, political parties, media and key actors in electoral processes.
- Maintain an updated network of stakeholders in the electoral process to ensure engagement and dissemination of information throughout electoral phases.

Promotion and maintenance of stakeholder relations

- Develop stakeholder management strategy responsive to various phases of the electoral cycle.
- Establish effective working relations with key government authorities, political parties and civil society organizations, including women's groups and youth organizations.
- Promote and maintenance of public information campaign on outputs of NIEC projects.
- Package NIEC project initiatives for engagement with stakeholders involved in the electoral processes.
- Map electoral stakeholders and organize roundtable discussions, press conferences, briefing sessions, interviews, launches of and feedback on NIEC programmes.
- Develop effective responses to inquiries for stakeholder information materials (e.g. election observers, Political parties, civic society).

Performs other duties as assigned.

Competencies:

Professionalism: Sound understanding of and experience in dealing with national authorities, political and civil society organizations, media and strong analytical skills to integrate diverse information from various sources and demonstrate understanding of Somalia political issues assessing risks and opportunities. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Team Work: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is 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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Political Science, International Relations, Law, Public Administration, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience: A minimum of two (02) years of progressively responsible experience in elections and related areas; experience in electoral administration and systems in at least one country is required. United Nations electoral field experience in a peacekeeping operation and/or UN agency is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Somali (both oral and written) is required. Knowledge of another UN official language is an advantage.

Assessment: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/> Applications submitted after the deadline **18 June 2016** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

Kindly attach a copy of P11, Degree Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).