



The Commonwealth

## JOB AND TASK DESCRIPTION

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**Job Title:** Electoral Professional

**Directorate:** Governance and Peace Directorate

**Section:** Electoral Support Section

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**Reports To:** Head, Electoral Support Section

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### General Information

The Electoral Support Section (ESS), within the Governance and Peace Directorate, is directly responsible for the organisation of Commonwealth election observation missions. This includes all activities to enhance the quality of election management in member countries through the Commonwealth Electoral Network, as well as targeted institutional support and technical assistance.

The Commonwealth Electoral Network (CEN) was endorsed by Heads of Government at their Meeting in 2009 and subsequently launched at a pan-Commonwealth Conference of Election Management Bodies in Ghana in May 2010. Its aim is to facilitate experience sharing, create peer support mechanisms and promote good practice across the Commonwealth in the field of election management. This is achieved through, for example, the development of good practice guides, management of an online networking environment, and provision of targeted programmes of technical assistance.

The Commonwealth Junior Election Professionals (JEP) Initiative was a two-year programme, active between June 2013 and December 2015, that provided professional development opportunities to the next generation of Commonwealth electoral administrators through the holding of a series of regional training events. Funding has now been secured from the Australian Government to support a further three-year programme, the Commonwealth Election Professionals (CEP) Initiative to consolidate the programme's sustainability and impact. The CEP Initiative continues to organise regional training events, with a specific focus on meeting the needs of the Commonwealth's micro and non-permanent election management bodies, and to create new professional development opportunities for junior election professionals in the field.

### Job Summary

As an alumnus of either the JEP or CEP Initiatives, the Electoral Professional will be exposed and contribute to all areas of the Electoral Support Section's work to assist members achieve the standard of electoral management and democratic practice to which they have committed themselves.



## The Commonwealth

This is a 12-month fixed-term contract position based at the Commonwealth Secretariat Headquarters in London, and with the requirement for overseas travel in support of ESS activities. Relocation and visa assistance will be provided. Please note that there is no possibility of the contract being either renewed or extended.

### Task Description

Under the direction of the Head of ESS, the post-holder will:

- Bring their experience and perspective as an alumnus of the JEP or CEP Initiatives in support of ESS programmes and activities, particularly in relation to the design and content of CEP Initiative training events.
- Contribute to the planning and on-the-ground facilitation of Commonwealth pre-election assessment and election observer missions, conference/meetings and other electoral-related events.
- Assist in the design, development and implementation of CEN programme elements and activities by:
  - Contributing to the organisation and facilitation of CEN meetings, including the Biennial Conference, Steering Committee and Working Groups.
  - Managing the CEN online community, ensuring that the membership is kept informed of CEN programmes and activities; and,
  - Acting as focal point for CEN members in respect of advice, support, and information dissemination.
- Contribute to the preparation of briefings, advice, reports and presentations on electoral matters;
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time.

### Person Specification

#### Education:

- A graduate degree in a relevant subject, preferably political science.

#### Experience:

- S/he will be a full-time employee of a CEN Election Management Body (EMB). If selected, s/he will arrange on his/her own accord any period of unpaid leave from their employment at the EMB as required for the duration of the placement.
- S/he will have participated in one of the following Commonwealth JEP or CEP training events: the inaugural pan-Commonwealth workshop in New Delhi, India (October 2013); the Pacific region workshop in Canberra, Australia (March 2014); the Caribbean & Americas region workshop in Kingston, Jamaica (September 2014); the Asia region workshop in New Delhi, India (March 2015); the Africa region workshop in Gaborone, Botswana (August 2015), or the CEP Pacific region workshop in Apia, Samoa (November 2017).
- Project or programme management experience, including budget management.



**Competencies:**

<b>Respect for Diversity</b>
Works effectively with people from all backgrounds Treats all people with dignity and respect. Treats men and women equally Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group Changes systems and processes when biases are identified
<b>Working with Others</b>
Promotes team work and removes barriers to effective team working Provides advice and guidance for others sensitively and where appropriate Establishes ownership for relevant activities from the outset Develops a wide network, including senior level contacts to facilitate activities and further own knowledge Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer Demonstrates an ability to negotiate with and influence senior colleagues and contacts Proactively liaises with other divisions, partners & third parties
<b>Managing Resources</b>
Plans and manages activity spend accurately against budget
<b>Decision Making</b>
Considers the relevant justifications for a particular course of action Takes context into consideration when making decisions Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate Bases actions and approaches on the root cause of an issue, rather than the symptoms
<b>Accountability</b>
Takes ownership of assigned tasks, honours deadlines Ensures timely delivery of outputs within defined cost and quality standards Takes responsibility for own shortcomings and compliances
<b>Leadership &amp; Development</b>
Actively seeks feedback on own performance and acts to modify behaviours where necessary Inspires others through own enthusiasm