

JOB AND PERSON SPECIFICATION

Job Title:	Programme Officer - Commonwealth Election Professionals Initiative
Division/Section:	Electoral Support Section, Political Division
Grade:	J
Reports to:	Head of Electoral Support Section
Duration:	Fixed term to 28 February 2020

General Information

The Political Division (POL) is the lead division in the Commonwealth Secretariat's work to promote democratic values, practices and institutions. POL facilitates consultation and consensus-building among Commonwealth governments, including support for the Commonwealth Ministerial Action Group and Heads of Government Meetings.

The Electoral Support Section of the Political Division is responsible for the organisation of election observation groups and responds to requests for technical assistance to reinforce electoral institutions in member states.

The Commonwealth Electoral Network (CEN) is supported by the Electoral Support Section. It was launched in 2010 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. Operating under the auspices of the CEN, the Commonwealth Election Professionals (CEP) Initiative is an Australian Government funded programme which aims to:

- Provide professional development opportunities to more junior election professionals serving in Commonwealth election management bodies through the delivery of capacity-building events in order to share current good practice in targeted areas of electoral administration; and,
- Create an online network of junior election professionals across the Commonwealth for peer support and the sharing of electoral good practice, facilitated through the Commonwealth Connects platform.

The first two-year phase of the CEP Initiative successfully concluded in October 2015. Further funding has now been secured from the Australian Government to support a second three-year programme to consolidate the Initiative's sustainability and impact, and to create new professional development opportunities for junior election professionals in the field.

Job Summary

The Programme Officer, in consultation with the Head of the Electoral Support Section, will be responsible for developing, managing and reporting on the CEP Initiative in fulfilment of the related Grant Agreement. S/he will ensure that the project delivers value for money and financial accountability to the project donor; achieves project objectives and demonstrates clear impact within a results-based management framework; is aligned to the Secretariat's Strategic Plan; and, meets the needs of Commonwealth election management bodies (EMBs) and their junior election professionals.

Task Description

The post-holder will:

- Design, deliver and evaluate implementation of the CEP Initiative programme to ensure that the objectives, as set out within the related Grant Agreement, are met through:
 - defining project parameters in response to the needs of Commonwealth junior election professionals and their EMBs;
 - ensuring that the project is fully aligned to the Secretariat's Strategic Plan;
 - managing project implementation and measuring performance and impact achieved within a results-based management framework;
 - fulfilling internal and donor (financial and narrative) reporting requirements as set out in the CEP Initiative Grant Agreement.
- Manage the programme budget, staff, and other resources allocated to the CEP Initiative;
- Supervise the work of a Programme Assistant in organising logistical and financial arrangements for CEP Initiative events;
- Develop and manage a system for the secondment of junior professionals from Commonwealth EMBs to the Secretariat to support the work of the CEN;
- Define, mobilise and supervise specialist technical input by external consultants in support of the CEP Initiative as required;
- Develop relationships and strategic partnerships with key programme stakeholders, including senior electoral officials and multi- and/or bilateral agencies, in relation to the CEP Initiative;
- Foster and manage a CEP online community on the Commonwealth Connects platform, including overseeing the creation of an online CEP alumni network;
- Works with Communications Division to identify opportunities to raise the profile of the CEP Initiative across the Commonwealth and especially in participating member states;
- Support the Electoral Support Section in the preparation of briefings, reports and presentations on CEP Initiative matters;
- Perform any other duties that may be required from time to time.

Person Specification

Education:

- A degree in a relevant subject.

Desirable:

- A postgraduate degree in a relevant subject.

Experience:

- At least five years' project or programme management experience, including budget management, preferably gained in an international or intergovernmental context;
- Staff management experience, including management of external contracts and consultants;
- Proven ability to work with minimal supervision to deliver quality results.

Desirable

- Experience in grant management and working on projects funded by international aid agencies;
- Familiarity with electoral management bodies and electoral assistance models;
- Experience working with online networks/communities of practice;
- Experience in delivering events in remote locations.

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Changes systems and processes when biases are identified.</p>
Working with Others
<p>Promotes team work and removes barriers to effective team working.</p> <p>Provides advice and guidance for others sensitively and where appropriate.</p> <p>Establishes ownership for relevant activities from the outset.</p> <p>Develops a wide network, including senior level contacts, to facilitate activities and further own knowledge.</p> <p>Manages expectations of member states, e.g. to ensure the alignment of what is requested and what the Commonwealth Secretariat can offer.</p> <p>Proactively liaises with other divisions, partners and third parties.</p>



Developing & Applying Expertise
Identifies targets for team activities and manages progress against objectives. Plans and manages activity spend accurately against budget. Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner. Effectively motivates team, e.g. by recognising and promoting team and individual contributions inter alia Takes ownership for team wellbeing.
Adapting & Innovating
Recognises opportunities for improvement and proposes change with impact and effect Helps others evaluate and strengthen ideas Quickly grasps new concepts and how to apply them Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia Will effectively reorganise activities when faced with changing contexts and demands Welcomes and adapts to new ideas and/or approaches Adapts personal style to meet the needs of others
Decision Making
Considers the relevant justifications for a particular course of action Takes context into consideration when making decisions Bases actions and approaches on the root cause of an issue, rather than the symptoms
Accountability
Takes ownership of assigned tasks, honours deadlines. Ensures timely delivery of outputs within defined cost and quality standard parameters. Takes responsibility for own shortcomings and compliances.
Leadership & Development
Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia Provides constructive feedback to team members and colleagues with confidence and sensitivity Actively seeks feedback on own performance and acts to modify behaviours where necessary Inspires others through own enthusiasm