

Terms of Reference

<p>Position Information</p> <p>Job Title: Advisor on EU procedures, gender and youth Duty Station: Amman, Jordan Reports to: Executive Director of ECES and Project Director ECES Jordan Duration: Temporary position – 3,5 Months Period: 1st October 2017 – 15th January 2018</p>
<p>Organizational Context</p> <p>The European Centre for Electoral Support (ECES) is a non-profit private foundation headquartered in Brussels and with a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of all electoral stakeholders, including: electoral management bodies, civil society organizations, political parties, parliaments, media, security forces and legal institutions dealing with electoral dispute resolutions. Since its creation at the end of 2010, ECES has signed over 70 contracts in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East.</p>
<p>Project's context</p> <p>ECES has been awarded in April 2017 by the Delegation of the European Union (EU) to Jordan a contract for the implementation of the project “EU Support to Jordanian Democratic Institutions & Development” which is part of the broader programme “Enhanced Support to Democratic Governance in Jordan”. This 4-years project is implemented by a Consortium of European not for profit organisations led by ECES and including; the European Partnership for Democracy -EPD (www.epd.eu), the French Media Cooperation Agency–CFI (www.cfi.fr/en); the Netherlands Institute for Multiparty Democracy – NIMD (www.nimd.org) and the Westminster Foundation for Democracy (www.wfd.org).</p> <p>The project aims to support the reform process in Jordan, by consolidating democracy and promoting inclusiveness of national policy and decision-making process. The project aims particularly to support: the House of Representatives, the Independent Elections Commission and the Judiciary, Political Parties, the Ministry of Political and Parliamentary Affairs (MoPPA), Women and Youth, and Media and Journalists. The project’s methodology rests on three core pillars in order to weld together a coordinated and coherent response: 1) Parliamentary support; 2) Electoral assistance; 3) Support to the political party system. The overall objectives of the project are: <i>an increased political awareness amongst the Jordan population, especially amongst women and youth; Intensified efforts amongst elected institutions in public outreach for more inclusive decision making processes; and improved service delivery by public demands.</i> The project is being implemented along the lines of the “<i>European Response to Electoral Cycle Support Strategy (EURECS)</i>”, conceived jointly by ECES and the members of the European Partnership for Democracy. EURECS is an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies.</p>
<p>Functions / Key Results Expected</p> <p>Under the strategic guidance of the Executive Director of ECES, in consultation with the Senior Project Advisor¹ and the daily supervision of the Project Director, the “Advisor on EU procedures, gender and youth (from now on referred as the Advisor) will have the following specific responsibilities and will provide the following deliverables:</p> <ul style="list-style-type: none"> • Provide specific senior expertise regarding the project’s transversal activities related to gender and youth support • Contribute to the project’s reporting strategy and tools especially when it comes to gender and youth support

¹ The person is hired by the project also as Chief Technical Advisor of the IEC Chairman

- Contribute to the preparation of the next steering committees of the project to be held on January 2018 with the IEC, MoPPA and HoR at the presence of the EU Delegation and eventually Spanish Development Cooperation (AECDI).
- Advise on the coordination mechanisms and activities for the implementation of the three components of the project and liaising with beneficiaries, EU Delegation and Media.
- Liaise between ECES HQ, Project Management Unit and EU Delegation on EU procedures in terms of content, reporting and financial management;
- Contribute to project's monitoring and evaluation strategy (M&E) in liaison with the EU Delegation, Executive Director of the European Partnership for Democracy and the project's Reporting-Monitoring Officer;
- Advices to ensure the quality of the project's outputs and external communication with all the different stakeholders;
- Ensure the quality and the compliance of the project with the EU communication and visibility plan prepared by the Project and advice on the communication activities of the Project;
- Advise on protocol matters, and support the development of relevant tools and templates ensuring the respect of appropriate civilities in the project's external communication,

VALUES

- Promotes the vision, mission and strategic goals of the EU and of ECES that was established to implement projects followings EU procedures and EU values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling EU and ECES' values and ethical standards.

Recruitment Qualifications

Education:	Advanced degree in administration, political sciences, law, international relations or other related field.
Experience:	<ul style="list-style-type: none"> • Minimum 5 years of professional working experience in the area of development/cooperation/governance; • Proven specific expertise in gender, youth and civil society support in Jordan; • Experience with direct management of EU-funded projects is a strong asset; • Strong knowledge of EU procedures, EU rules and regulations, and EU visibility and communication guidelines; • Strong communications skills and command of the protocol used by International Organization and in Jordan; • Strong knowledge and understanding of the Jordanian political context; • Strong project management skills, and knowledge of the Project Cycle; • Strong writing and reporting skills, especially in English; • Expertise in Monitoring and Evaluation, knowledge of M&E tools; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Ability to perform effectively under high pressure, hardship conditions and long working hours; • Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues. • Excellent computer literacy;
Language Requirements:	Fluency in Arabic Excellent working level in English while French is considered an asset