

## Terms of Reference

<p><b>Position Information</b></p> <p><b>Job Title:</b> Project Coordinator  <b>Duty Station:</b> Amman, Jordan  <b>Starting Date:</b> December 2017-January 2018  <b>Reports to:</b> ECES Executive Director and ECES Head of Administration &amp; Finance  <b>Duration:</b> 3,5 years  <b>Deadline for Submission:</b> 22 October 2017</p>
<p><b>Organizational Context</b></p> <p>The <b>European Centre for Electoral Support (ECES)</b> 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 electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East.</p>
<p><b>Project's context</b></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 &amp; Development (EU-JDID, <a href="http://www.democracy-support.eu/jordan">www.democracy-support.eu/jordan</a>). This 4-years project is implemented by a Consortium of European not for profit organizations led by ECES and including; the European Partnership for Democracy - EPD (<a href="http://www.epd.eu">www.epd.eu</a>), the French Media Cooperation Agency–CFI (<a href="http://www.cfi.fr/en">www.cfi.fr/en</a>); the Netherlands Institute for Multiparty Democracy – NIMD (<a href="http://www.nimd.org">www.nimd.org</a>) and the Westminster Foundation for Democracy (<a href="http://www.wfd.org">www.wfd.org</a>). 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 components in order to weld together a coordinated and coherent response: <b>1) Parliamentary support; 2) Electoral assistance; 3) Support to the political party system.</b> Each component is implemented via Heads of Components who work under the direct supervision of a Project Coordinator. The overall objectives of the project are: <b><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></b> The project is being implemented along the lines of the "European Response to Electoral Cycle Support Strategy (EURECS)", conceived by ECES with the support of 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><b>Functions / Key Results Expected</b></p> <p>Under the strategic guidance and supervision of ECES Executive Director and ECES Head of Finance and Administration, the Project Coordinator (the Coordinator) will provide management expertise, organizational and monitoring leadership to the project for the implementation of all activities. The Coordinator, in close consultation and liaison with the Senior Project Advisors and the three Head of Components will have the following specific responsibilities:</p> <ul style="list-style-type: none"> <li>• Be responsible, with ECES HQ and in consultation with the EU Delegation and beneficiaries, of the implementation of all the activities of the Project</li> </ul>

- Ensure the liaison with ECES HQ, EU Delegation, Consortium Partners. EU Member States and Jordanian's beneficiaries' institutions in coordination with the Senior Project Advisor and the three Head of Components.
- Closely liaise with ECES HQ to ensure project follow-up and coordination including on financial management matters;
- Closely liaise with Consortium member organizations to ensure adequate information and coordination;
- Regularly report to and keep ECES HQ and the EU Delegation up-to-date on project progress and implementation issues;
- Represent ECES HQ in Jordan and represent the Project in all internal and external events together with the Senior Project Advisor and the three Head of Components.
- Contribute to and take responsibility for the implementation of the Project's and the EU's visibility strategy;
- Closely liaise with Project Senior Adviser(s) to ensure the effective and flexible coordination and implementation of the project;
- Ensure the quality control of the overall project implementation (three components);
- Manage, supervise and coordinate technical, administrative and financial staff of the project, including experts, consultants and local staff;
- Coordinate the relations with partner institutions, partners' organizations and ensure the liaison with relevant international and national stakeholders involved in democratic support in Jordan;
- Undertake all needed actions likely to improve project management and the successful implementation of project on the base of Monitoring and Knowledge-sharing Strategy;
- Validate activity work plan in collaboration with Project Senior Adviser(s), experts, Administration and finance manager and beneficiary institutions;
- Supervise the implementation of activities in line with the validated work plans;
- Validate the project's reporting activities and ensure the timely submission of work plans, reports, outputs and other deliverables to ECES and the Contracting Authority for review and evaluation, as appropriate;
- Endorse responsibility for managing the project budget by ensuring that:
  - project funds are disbursed in accordance with contractual engagement and Project SOP ;
  - expenditures are in accordance with the project document and project work plans;
  - accounting records and supporting documents are properly kept and financial reports are prepared;
  - financial operations and financial procedures/regulations are properly implemented;
  - EU rules and procedures as well as ECES procedures are respected and implemented
- Act as the Permanent Secretary of the quarterly Steering Committees for each component and annual Coordination Committees.

#### **VALUES**

- Promotes the vision, mission and strategic goals of the EU and ECES;
- 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:	Post-Graduate University Degree in Political Sciences, Law, International Relations or other related field.
Experience:	<ul style="list-style-type: none"> <li>• Minimum fifteen (15) years professional working experience in the area of development/cooperation/governance with at least ten (10) years in an international setting in managing electoral and democracy assistance projects including in the Middle East region.</li> <li>• Experience with management of EU-funded Grants is essential;</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong knowledge of EU procedures, EU rules and regulations, and EU visibility and communication guidelines;</li> <li>• Strong knowledge and understanding of the Jordanian and Middle East regional political context preferable and matured with professional experiences in the region;</li> <li>• Strong planning, communication and writing skills, especially in English;</li> <li>• Ability to work with results-orientation and efficiency in a multi-tasking environment</li> <li>• Substantial experience in leading teams of national and international experts and demonstrated ability to build consensus and work with interdisciplinary teams are required;</li> <li>• Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time;</li> <li>• Ability to perform effectively under high pressure, hardship conditions and long working hours;</li> <li>• Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues;</li> <li>• Excellent computer literacy.</li> </ul>
Language Requirements:	Excellent working level of English language in both writing and speaking. Fluency in Arabic and/or French is considered an asset but not a prerequisite.