



EUROPEAN CENTER  
FOR ELECTORAL SUPPORT

## Terms of Reference

### Position Information

**Job Title:** Administrative Assistant

**Duty Station:** Amman, Jordan

**Reports to:** Project Officer, Finance and Administration Manager.

**Duration:** 6 months renewable up to two times (maximum total duration 18 months).

**Period:** September 2019 – March 2021

### Organizational Context

The **European Centre for Electoral Support (ECES)** is a non-profit private foundation headquartered in Brussels 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 dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions.

Since February 2012, 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**. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in **over 70 countries** around the world. **The EU is by far the largest ECES' donor**, however the organization has also signed contracts and partnered with many other organizations.

### Project's context

ECES has been officially awarded by the Delegation of the European Union (EU) to Jordan the contract for the implementation of the project "Enhanced Support to Democratic Governance in Jordan". ECES is the leader of the consortium of European not for profit organizations that will implement this project for the next 4 years. The other organizations members of the consortium are: the European Partnership for Democracy -EPD ([www.epd.eu](http://www.epd.eu)), the French Media Cooperation Agency-CFI ([www.cfi.fr/en](http://www.cfi.fr/en)); Netherlands Institute for Multiparty Democracy – NIMD ([www.nimd.org](http://www.nimd.org)) and Westminster Foundation for Democracy ([www.wfd.org](http://www.wfd.org)).

The project "**Enhanced Support to Democratic Governance in Jordan**" aims to support reform process in Jordan, by consolidating democracy and promoting inclusiveness of national policy and decision-making process. This 4-years project will support democratization stakeholders in the reform process including: the House of Representatives; the Independent Electoral 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 political party system**. The overall objectives of the project are: 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 also improved service delivery by public demands. The project will be implemented along the lines of the European Response to Electoral Cycle Support Strategy (EURECS), conceived jointly by ECES and the members of the European Partnership for Democracy of which WFD is part. EURECS is an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies. EURECS adopts an inclusive approach towards a wide range of electoral stakeholders in order to ensure comprehensive and sustainable actions and it is built to help prevent, mitigate and manage electoral related conflicts.

A Project Management Unit (PMU) will be established in Jordan to support the implementation of all project activities under the leadership of the Project Director and will be composed of representatives of the 3 project's components. WFD will lead on provision of support to the larger component in support of the House of Representatives (component 1) in a wide range of areas,

utilizing advice and mentoring provided by experienced technical advisors.

### Functions / Key Results Expected

Under the daily guidance of the Project Officer and the Finance and Administration Manager the Administrative Assistant will have the following specific responsibilities and will provide the following deliverables:

Collect and distribute internally administrative papers and supporting documentation;

- Support the organization and coordination of meetings and conferences;
- Draft, collect and distribute the minutes of meetings and archive them.
- Set up and maintain filing and archiving systems, maintain databases and contact lists;
- Draft consultants and short terms contracts and distribute timesheet and invoices;
- Liaise and coordinate with external service providers from internal rosters;
- Act as the front desk officer for the project, and handle all Inbound and outbound telephone communications;
- Draft internal and external mail, correspondence, reports and documents;
- Maintain schedules and calendars;
- Arrange and confirm appointments;
- Manage and keep stocks of office supplies;
- Create new employees by providing information packages

Perform any other task assigned by the Project Officer and the Finance and Administration Manager

### VALUES

- Promotes the vision, mission and strategic goals of ECES;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ECES' values and ethical standards.

### Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• University degree in English language, Political Science, International Relations, Human Resources or other relevant areas</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Three years of prior working experience;</li> <li>• Ability to prioritize work, multi-task and meet deadlines;</li> <li>• Ability to work with results-orientation and efficiency in a multi-tasking environment;</li> <li>• Strong planning and communication skills;</li> <li>• Strong interpersonal skills and flexibility, responsibility, integrity, teamwork, self-motivated, preparedness to work off-time;</li> <li>• Excellent computer literacy;</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>• Prior working experience within international/not for profit organizations and experience of working with EU funded projects is an added advantage;</li> <li>• Knowledge of the electoral cycle approach, election observation/electoral assistance is an added value.</li> </ul>
Language Requirements:	Excellent working level of Arabic and English languages in both writing and speaking.