

Terms of Reference



Position Information	EUROPEAN CENTER
<p>Job Title: Logistics and Operations Ass: FOR ELECTORAL SUPPORT Duty Station: Amman, Jordan Reports to: Project Coordinator and Administration officer; Duration: 1 year, with possibility for extension; 5-10 days per month; Period: October 2018 – October 2019</p>	
Organizational Context	
<p>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 60 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 organisations.</p>	
Project's context	
<p>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 organisations that will implement this project for the next 4 years. The other organisations members of the consortium are: the European Partnership for Democracy -EPD (www.epd.eu), the French Media Cooperation Agency-CFI (www.cfi.fr/en); Netherlands Institute for Multiparty Democracy – NIMD (www.nimd.org) and Westminster Foundation for Democracy (www.wfd.org).</p> <p>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.</p> <p>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</p>	

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, utilising advice and mentoring provided by experienced technical advisors.

Functions / Key Results Expected

Under the daily guidance of the Project Coordinator and Administration Officer, the Logistics and Operations Assistant will have the following specific responsibilities and will provide the following deliverables:

70% of the tasks:

- In support to the Logistics and Operations officer will contribute to implement logistics operations including management of logistics assets, materiel and contracts;
- Ensure timely, accountable and cost-effective delivery of goods and/or services;
- Ensure that logistic operation are duly recorded and that all supporting documents are provided to Finance and Administrative Manager/Officer;

20% of the tasks:

- Support simple administrative / finance procedures deemed as necessary under guidance of the relevant officers;

10% of the tasks:

- Support the Project Coordinator on demand and implement all required working tasks;

Duration

The engagement will be according to the expressed need for 5-10 days per month.

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.
- Promotes European values and EU policies;

Recruitment Qualifications

Education:	Advanced degree in logistic/management, business administration, public administration or related field.
Experience:	<ul style="list-style-type: none"> • Minimum of 2 years of professional working experience in logistics and operations; • Prior working experience within international/not for profit organisations and experience of working with EU funded projects is an added advantage; • Sound analytical judgment; • Ability to prioritize work and meet deadlines, with results-orientation and efficiency in a multi-tasking environment; • Strong planning, communication and writing skills; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy; • 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. • Ability to adapt to flexible working time in accordance to the emerging needs of the project and activities. • Basic knowledge of the contract procedures for European Union external action (PRAG) rules and principles is considered as a strong advantage;
Language Requirements	Excellent working level of Arabic and English languages in both writing and speaking. Fluency in French is considered an asset.

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