



Terms of Reference

Position Information
<p>Job Title: Technical Advisor for Gender and Youth</p> <p>Duty Station: Amman, Jordan</p> <p>Reports to: Project leader</p> <p>Period: Starting Mid-March- April 2020</p> <p>Job Type: Fixed Term (1 year)</p> <p>Closing Date: 24th February 2020</p>
Organizational Context
<p>The Netherlands Institute for Multiparty Democracy (NIMD) is a democracy assistance organization that supports political parties in developing democracies. Our approach is characterized by dialogue: we bring parties together and encourage them to cooperate on political issues. This is crucial to establish the right environment for a country's democratic development. We also work directly with political parties to strengthen their organizational and programmatic capacities. Furthermore, we set up democracy schools to provide political education programmes for (potential) politicians.</p> <p>Currently, NIMD runs programmes in more than 20 countries in Africa, Latin America, Southeast Asia, the Middle East, and Eastern Europe. All these programmes are implemented together with a local partner organization or one of the seven NIMD country offices. They are funded by a range of donors including the Netherlands Ministry of Foreign Affairs and the EU. For more information on NIMD and its programmes, please visit www.nimd.org.</p>
Project's context
<p>NIMD is part of a consortium of the European Partnership for Democracy (EPD) which has been awarded a grant by the EU for a four-year project entitled 'Enhanced Support to Democratic Governance in Jordan.' The consortium is led by the European Center for Electoral Support (ECES) and also includes the Westminster Foundation for Democracy, the French Media Cooperation (CFI), EPD and NIMD.</p> <p>The project aims to support the reform process in Jordan by consolidating democracy and promoting inclusiveness of national policy and decision-making processes. The four-year project supports 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, women and youth, and media and journalists. It consists of three components: 1) parliamentary support, 2) electoral assistance and 3) support to the 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.</p> <p>NIMD leads on provision of support to the third component: strengthening the capacities of political parties and of the Ministry of Political and Parliamentary Affairs (MoPPA). The other two components will be led by ECES (electoral assistance) and WFD (parliamentary support).</p>
Functions / Key Results Expected

The “Technical Advisor” works in a team with another technical advisor and a project leader. She/he will perform the following duties and responsibilities, under the supervision of the Project leader (or NIMD management in absence of a Project leader):

- Assist the project leader in achieving the project results in a timely manner as agreed in the project plan.
- Ensure proper and timely implementation of the project activities according to the assigned portfolio focusing mainly on youth and women
- Provide technical and strategic advice for Component 3 “Political Party System Support” and Ministry of Political & Parliamentary Affairs (MoPPA)
- Provide advice and input to the Project leader on the content of all activities in component 3
- Ensure the continued relevance of programme activities to the political context in Jordan
- Monitor political developments and assessing their impact on program planning.
- Provide support to the Project leader in planning and implementation, monitoring and evaluation
- Assist programme staff with communication on social media and other channels
- Draft Terms of Reference for short-term experts to be contracted
- Draft periodic reports, including political updates, monthly reports, quarterly reports, project updates, training reports, and other reports as needed for project management, NIMD (in the Hague), and by the Head of Component.
- Support the project leader and under her guidance in liaison with MoPPA and other beneficiaries of component 3
- Supporting the senior expert with strategic relations and representation if necessary
- Perform any duties requested from the Project leader
- Contribute to developing and acquiring knowledge on youth and women political participation from global best practices and utilize it to enhance the impact and implementation of the project’s activities and support its overall goal
- Conduct research on areas of interest related to political parties for Component 3 and MoPPA and supervise research projects implemented by external stakeholders
- In coordination with the Project leader, build and maintain relationships with political parties and related stakeholders to support project implementation
- Manage short-term experts recruited for the component and ensure the quality of deliverables including arranging all the logistics involved
- Engage with other NGOS and government institutions that are relevant to our work

VALUES

- Subscribe to the five guiding principles of NIMD: impartiality, inclusiveness, diversity, local ownership and long-term commitment

Recruitment Qualifications

Education:	Bachelor degree in a relevant field (political science, public administration, or related field) or equivalent relevant professional experience
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Skills and Experience:	<p>Essential:</p> <ul style="list-style-type: none"> • 5 years' experience working in project management in the area of Youth and gender Understanding of the political context in Jordan • Previous experience in English/Arab- Arab/English translation as well as a demonstrated experience in translating and editing professional documents • High degree of organization and initiative; • Ability to work independently and cooperatively in a fast-paced environment; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time • Strong communication skills both verbal and written in Arabic and English • Ability to prioritize work, multi-task and meet deadlines • Ability to perform effectively under high pressure and long working hours • Capacity to handle with diplomacy and in responsible and flexible manner politically sensitive issues • Ability to work with results-orientation and efficiency in a multi-tasking environment • Ability to work well in within a team and in a multicultural environment; • Fluency in Microsoft Word, Excel, e-mail and web-based applications; • Ability to travel within Jordan. • <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working on projects funded by international donors • Working experience with government institutions • • Previous experience or relevant work in law, political participation, political parties and/or elections is desired; <p>This position requires work over weekends on some occasions. Application for the position confirms acceptance of this requirement.</p>
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Arabic
How to Apply	
<p>To apply for the position please send your CV and motivation letter to careerjo@nimd.org no later than Feb 28th, 2020. Please write in the subject field "Application for Technical Advisor".</p> <p>This position must be filled immediately. Only short listed candidates will be contacted.</p>	