

Terms of Reference

Position Information
<p>Job Title: Electoral administration expert Duty Station: Abuja, Nigeria Reports to: Project Director and ECES Executive Director Duration: 52 Months (3 month probation period)</p>
Organizational Context
<p>The European Centre for Electoral Support (ECES) is a not for 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 with electoral dispute resolution. ECES holds the Vice Presidency of the European Partnership for Democracy (EPD), the most important network of European civil and political society organizations working on democracy assistance. It is composed by 14 members from 11 EU Member States. EPD is the first Community of Practice on democracy assistance operating at the EU level advocating for a stronger presence of democracy support on the EU agenda. In this context, ECES and EPD have jointly crafted a strategy called "A European Response to Electoral Cycle Support - EURECS", an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies.</p> <p>Since February 2012, ECES has signed over 60 contracts in support of transparent, credible and cost-effective electoral processes and for the strengthening of democratic institutions in more than 35 countries essentially in Africa and in the Middle East. The founders and personnel of ECES have acquired extensive field experience and ECES can count on these knowledge and experiences as well as on a well its 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.</p>
Project's context
<p>The project EU-SDGN – Support to Independent National Electoral Commission of Nigeria (INEC) is meant to complement the efforts of the Government to improve and strengthen democracy, especially with regards to the 2019 general elections. Within the 11th European Development Fund (EDF), national authorities renewed their commitment to cooperate in the pursuit and achievement of the objectives foreseen in the EU Support to Democratic Governance in Nigeria (EU-SDGN) 2016 – 2020 Project. Within the project, EU-SDGN support to INEC is part of a broader EU programme composed of five components as follows: Support to INEC; Support to the National Assembly; Support to Political Parties; Support to Media; and Support to CSOs. The project contributes to the reinforcement of democracy in Nigeria through building strong, effective and legitimate democratic institutions. In particular, the projects aims to 1) enhancing the capacities of the INEC and other electoral stakeholders to deliver effectively; 2) strengthening INEC's strategic planning, policy framework and operational capacity; 3) enhancing INEC's internal communication and strengthening the institutional mechanisms to engage with stakeholders. The design of the EU-SDGN project was undertaken in close cooperation with all relevant electoral stakeholders in Nigeria, taking into account the findings and recommendations EU EOM to the 2015 general elections, as well as INEC internal review and report on the 2015 general elections. Furthermore, the project is built upon European Response to Electoral Cycle Support Strategy.</p>

Functions / Key Results Expected	
<p>Under the supervision of the Project Director and ECES Executive Director, the Electoral administration expert will have the following specific responsibilities and with the following deliverables:</p> <ul style="list-style-type: none"> • The National electoral advisor, will be responsible for follow up of the implementation of the project activities: • Ensure effective cooperation and coordination between the project and electoral stakeholders • Elaborate a work plan and calendar as well as an implementation plan of action for the Project • Coordinate and elaborate the implementation of the logistical plans, communication, training, training support to INEC and other electoral stakeholders • Coordinate the organization of seminars and training or reinforce actors/ facilitators capacities building on the electoral process • Provide technical advice to High level actors • Assist with the planning and the implementation of electoral activities throughout the different phases of the project • Ensure the permanent support and follow up of the project activities • Liaise and foster strategic cooperation with other partners to reinforce the dialogue between the stakeholders of the Project. • Report drafting: Analytical, technical, sport report and project activity report. • Any other task as decided by the Project Director or ECES Executive Director 	
VALUES	
<ul style="list-style-type: none"> • Promotes the vision, mission and strategic goals of the ECES; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Demonstrates integrity by modeling ECES' values and ethical standards. 	
Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> ▪ Advanced University degree or equivalent in political Science, administration, social sciences.
Experience:	<ul style="list-style-type: none"> • Qualifications University Degree. • Excellent communication skills. • Proficiency in English. • Ability to set Priorities. • Organizational and filling Skills. • Proven experience with MS Office Applications is a must.
Language Requirements:	Excellent working level of the English language.

SUBMISSION PROCEDURES

Applications should consist of two separated documents:

- A motivation letter of maximum one page - Curriculum Vitae of maximum of three pages.

No further documents are required at this stage.