

UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT



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Date of Issue: 29 October 2014
Closing Date: 16 November 2014

Post Title : **Technical Experts (TEs)**
Organization : **UNDP project: Supporting Democratic Electoral Management**
Supervisor : **CEO of Respective States and UNDP**
Duty Station : **West Bengal, Tamil Nadu, Madhya Pradesh, Karnataka, Rajasthan, Kerala, Punjab, Chhattisgarh, Haryana and Jammu & Kashmir**
Duration : **One Year (extendable)**
Type of Contract : **Service Contract (taxable)**
Band : **SB-4/II**

Remuneration package is Rs.108, 367/-per month (taxable). UNDP also offers additional benefits which include medical insurance coverage and limited pension reimbursement for contract holder and encourages work life balance.

UNDP strives to have a workforce which reflects diversity and gender balance, and applies an equal opportunities approach. UNDP does not solicit or screen for information in respect of HIV or AIDS status. All selections are on merit.

Project Background

Election Commission of India (ECI) has been managing a 'free and fair' electoral process that remains unparalleled in the world given the massive numbers, geographic spread and organisational logistics involved. This has also led to a demand for sharing of experiences and learning with other developing countries. Concerted efforts by ECI and other bodies have succeeded in increasing the voter participation, as visible by the earlier state assembly elections. However, measures have to be taken up for further increasing the participation and involving all

sections of the society for achieving further inclusive elections.

UNDP and ECI has signed a Memorandum of Understanding (MoU) to promote the exchange of knowledge and experience in the field of election management. The purpose of this MOU is to provide a framework of cooperation and facilitate collaboration between ECI and UNDP to promote South-South Collaboration (SSC), on mutually agreed terms and conditions in the mutually identified priority areas in the field of electoral management and administration, including:

1. Promoting the exchange of knowledge, experience and expertise in the field of electoral management and administration;
2. Assisting in the identification of capacity needs with a focus on strengthening electoral systems and democratic institutions and designing learning and exchange programmes;
3. Facilitate relationships with other electoral authorities and organizations; and
4. Any other modality of cooperation as mutually agreed by the Parties.

In order to operationalize activities in the areas of cooperation outlined in the Memorandum of Understanding (MoU), signed between ECI and UNDP on 11 October 2012, UNDP is implementing a project on “Supporting Democratic Electoral Management” for the cycle 2013-17 with the broad outcome of “Promoting the exchange of knowledge and experiences in the field of election management and administration through ECI to other developing countries.” One of the other focus areas in the UNDP-ECI project is to make elections more inclusive and increase voter education. UNDP in consultation with ECI has initiated several activities for increasing voters’ participation, especially of women, youth and socio-economically deprived sections of the society, through education and civil society partnerships. The Election Commission of India has adopted a Systematic Voters’ Education & Electoral Participation (SVEEP) programme to increase people’s participation in the electoral process, which reflects in a range of policy initiatives, and activities across states.

Information, communication Technology (ICT) has been an enabling factor in conducting free and fair elections. ECI is promoting use of technology in all aspects of its work that includes planning, voter education, monitoring and documentation. There is a strong focus on exploring ways to integrate technology based innovative solutions to make voter education processes more cost efficient and sustainable.

UNDP is now looking to recruit Technical Experts (TEs) to assist the Chief Election Officers in ten states (West Bengal, Tamil Nadu, Madhya Pradesh, Karnataka, Rajasthan, Kerala, Punjab, Chhattisgarh, Haryana and Jammu & Kashmir). The selected candidates will work with CEOs to support democratic electoral management and help them plan and execute other activities that will enhance voter participation particularly using information and communication technology. The TEs are expected to perform the following tasks:

Functions / Key Results Expected**Summary of Key Functions:**

The TEs will assist the CEOs of the selected states and contribute to towards successful delivery of the expected outputs under the project.

These positions will be located at the offices of the CEOs in the capital cities of given states. The TEs will work under the direct supervision and guidance of the CEOs and overall guidance of Programme Officer/Assistant Country Director (Governance) UNDP.

Duties and Responsibilities:

The TEs have the responsibility for the following tasks:

- Prepare technological tools for all aspects of planning the electoral process at all levels – CEO, DEO and RO level,
- Investigate all possible uses of technology for voter education and come up with cost and resource effective ideas that are implementable. For example – how to use e-grams centres for voters education, or use SATCOM for voters education,
- Put in place technological solutions or use IT in an innovative manner for reaching out to young voters,
- Put technological solutions in place for monitoring and reporting of all activities from districts to state – related to conduct of polls, EEM, SVEEP, Paid news, etc.
- Take up the activity of documenting SVEEP, NVD and conduct of polls by keeping a watch on all documentable aspects of elections and putting it in a systematic framework for eventual documentation,
- Be alert to the possibilities of misuse of IT and social media during campaign period and suggest remedies,
- Research on the international best practices or innovative practices for voter education and come out with replicable and implementable ideas,
- Suggest innovative technological solutions to reduce the drudgery of BLOs and for providing easy access to voter registration.
- Any other responsibility assigned by ECI and UNDP.

Recruitment Qualifications

Educational
Qualifications:

- Post graduate degree in IT, Mass Communication or any related disciplines.
- Any additional qualification in electoral management / administration, development studies or management will be an advantage

Experience:	<ul style="list-style-type: none"> ▪ Minimum 7 years of relevant professional experience in the field of ICTD, research, reporting and documentation. ▪ Have a good knowledge and working experience of social media and possibilities of its use and misuse. ▪ Good understanding of issues pertaining to democratic governance, electoral management and public policy. ▪ Good understanding of development issues i.e. gender, youth and participation etc. ▪ Experience in applying a Rights Based-Approach to Development Programming. ▪ Good understanding of the electoral process. ▪ Have excellent documentation skills in English and Hindi. ▪ Experience in participatory approaches involving a broad range of stakeholders including disadvantaged people. ▪ Good communication, interpersonal and presentation skills. ▪ Previous work experience with government agencies is an advantage. ▪ Ability to work independently and under pressure. ▪ Willingness to travel.
Corporate Competencies:	<ul style="list-style-type: none"> ▪ Demonstrates integrity by modeling the UN's values and ethical standards. ▪ Promotes the vision, mission, and strategic goals of UNDP. ▪ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. ▪ Treats all people fairly without favoritism. ▪ Be apolitical
Functional Competencies:	<p>Knowledge Management and Learning:</p> <ul style="list-style-type: none"> ▪ Keeps abreast of new developments in the area of professional discipline and job knowledge and seeks to develop himself/ herself professionally. Shares knowledge and experience with the team and other stakeholders <p>Development and Operational Effectiveness</p> <ul style="list-style-type: none"> ▪ Possesses knowledge and understanding of democratic governance, electoral management. ▪ Possesses ability to research on issues related to electoral management, conceptualize issues and analyze data. ▪ Proven ability to coordinate the work of others and to work as part of a team. ▪ Has exposure to public policy issues related to electoral management. ▪ Possesses ability to implement new systems, and affect staff behavioral/ attitudinal change.

Leadership and Self-Management	<ul style="list-style-type: none"> ▪ Effectively builds and sustains strategic partnerships with Government Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies ▪ Builds strong relationships with the Project Management Team and with the project partners, focuses on impact and result for the project partners and responds positively to feedback ▪ Consistently approaches work with energy and a positive, constructive attitude ▪ Supervises the work of other team members ▪ Demonstrates strong influencing and facilitation skills ▪ Remains calm, in control and good humored even under pressure ▪ Demonstrates openness to change, new ideas and ability to manage complexities ▪ Demonstrates strong oral and written communication skills
Language Requirements:	<ul style="list-style-type: none"> ▪ Proficiency in spoken and written English. A good command over state specific language is an asset.

Please apply online by visiting www.in.undp.org (Careers)