

Posting Title : Electoral Officer (Information and Communication Technology), NOC
Job Code Title : ELECTORAL OFFICER
Department/ Office : United Nations Mission in the Republic of South Sudan - created by GA Resolution 1996 (2011)
Location : Juba
Posting Period : 4 October 2023-2 November 2023
Job Opening number : 23-ELA-UNMISS-219119-R-Juba (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The position is located in the United Nations Mission in South Sudan (UNMISS). The position is based in Juba and is located in the Electoral Affairs Division. Electoral Officer-Information and Communication Technology (ICT) will report to the Senior Electoral Officer (Operations) but work under the direct supervision and guidance of the Electoral Officer (Voter Registration/ICT).

The United Nations Security Council adopted resolution 2567 (2021) deciding that UNMISS's mandate is designed to advance a three-year strategic vision to prevent a return to civil war in South Sudan, to build durable peace at the local and national levels, and to support inclusive and accountable governance and free, fair, and peaceful elections in accordance with the Revitalised Agreement on the Resolution of the Conflict in the Republic of South Sudan (R-ARCSS). Furthermore, Security Council Resolution 2677 (2023) called on the UNMISS to provide technical assistance, to include capacity-building, and logistical support for the electoral process, as appropriate, in coordination with the United Nations Country Team and regional and international partners as well as security support to facilitate the electoral cycle, consistent with the R-ARCSS.

Responsibilities

Within delegated authority, the Electoral Officer (ICT) will be responsible for the following duties:

- Supports the UN Integrated Election Assistance Team in implementing its mandate and activities.

- Assist in assessing information and communication technology requirements of the national counterparts.
- Ensure involvement in all requirements gathering activities and assist in development of proposals to addressing gaps identified in the national counterparts ICT environment.
- Assist the national counterparts in the development of well researched and thought out and detailed functional specifications for all areas of the computing infrastructure i.e., software applications, databases and supporting infrastructure.
- Provide technical advice to national counterparts in the areas of computing infrastructure implementation and support, software engineering, data management, business continuity planning and disaster preparedness to ensure that ICT systems are able to effectively and reliably support electoral operations.
- Assist national counterparts in carrying out rigorous testing of technologies deployed for administrative and election operation purposes.
- Assist national counterparts in identifying areas of concerns around the confidentiality, Integrity and availability of IT systems and data.
- Assist in the design, implementation and monitoring of electoral operation by collecting and analysing data to provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision making, presentation and reporting.
- Recommend and facilitate the implementation of specific capacity building programmes and activities aimed at strengthening the technical capacity of the national counterparts with an aim of strengthening national institutions with an aim of ensuring that data processing operations are optimal.
- Assist in preparation of training materials, design training courses, scenarios, data as may be needed, and conduct technical presentations and capacity building events.
- Liaise and interact with the NEC and other relevant counterparts and national institutions on daily basis.
- Establish and maintain professional and productive partnerships with national counterparts and other key stakeholders in the electoral process.
- Proactively keep all channels of communication and maintain close working relationships with, and advise, the South Sudanese electoral authorities throughout the planning and implementation of electoral activities in the area of information technology
- Provide regular briefings and reports in the assigned area of responsibility.
- Performs other related duties as required.

Competencies

- **Professionalism:** Understanding of and ability to evaluate electoral processes; knowledge of all aspects of electoral processes and their technical and political implications. Strong analytical and evaluative skills combined with good judgement. Understanding of peacekeeping operations. Ability to place the significance of electoral processes in a political context. Some management skills. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in

meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

Advanced university degree (Master's degree or equivalent) degree in Computer Science, Information Technology, or related field. A first-level university degree in the same areas in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Job Specific Qualifications

Work Experience

At least five years of progressively responsible experience in the planning, design and implementation of ICT systems i.e., setup, configuration, maintenance and administration of ICT Equipment and Software Systems/Databases, experience in developing specifications of a wide range of ICT equipment/systems/services is required.

United Nations field experience and/or UN agency and/or international non-governmental organisations is desirable.

Electoral experience in or in support of field operation of the United Nations Common

System or a comparable international organization is desirable.

Experience in government institution is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This post is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment

with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations,

resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.