



Terms of Reference

Position Information
<p>Job Title: Junior advisor Duty Station: Amman, Jordan Reports to: Project Director, Head of Component 3 Duration: 40 months Period: Starting August 2017</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 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, 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>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 representatives of the 3 project components. NIMD will lead 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

Under the daily guidance of the Project Director and the senior political parties expert, the junior advisor will support project staff. Specific tasks and responsibilities include:

- Supporting the senior political parties expert (head of component) and technical advisor with activity planning and implementation, monitoring and evaluation
- Supporting the senior political parties expert (head of component) and technical advisor with drafting reports
- Providing technical and strategic advice for the component
- Monitoring political developments
- Assisting programme staff with administration, reporting and communication on social media and other channels
- Contribute to translation/interpretation when necessary

VALUES

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

Recruitment Qualifications

Education:	University (MA) degree in a relevant field (political science, public administration, law or related field) or equivalent relevant professional experience
Experience:	<p>Essential:</p> <ul style="list-style-type: none"> • At least 2 years experience in project and programme management • Experience working on projects funded by international donors • Experience in the field of democracy support, ideally within support to political parties and political party assistance • A deep understanding of the political context in Jordan • Excellent writing skills (Arabic and English) • Ability to work independently and to take responsibility for key results <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in managing EU-funded projects and knowledge of EU procedures
Language Requirements:	<ul style="list-style-type: none"> • Fluent in Arabic • Full working knowledge of English (ability to draft reports and proposals)