

Terms of Reference

Position Information
<p>Job Title: Programme Officer Duty Station: ECES HQ in Brussels and/or ECES field offices Reports to: Project Director, ECES HQ Duration: Not determined Starting date : As soon as possible</p>
Organizational Context
<p>The European Centre for Electoral Support (ECES, www.eces.eu) is a non-profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favour 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 to electoral dispute resolutions.</p> <p>ECES is a member of the European Partnership for Democracy (EPD) and is part of its Board of Directors. EPD is the most important network of European civil and political society organisations 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 the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East.</p> <p>The EU is by far the largest ECES' donor, however the organization has also signed contracts and partnered with many other organisations.</p>
Functions / Key Results Expected
<p>Under the guidance of ECES' Executive Director and ECES' Coordination Unit, the Programme Officer will have the following specific responsibilities and will provide the following deliverables:</p> <ul style="list-style-type: none"> • Contribute to the development of project proposal and fundraising activities; • Contribute to ECES and ECES project/programmes activities and events; • Contribute to meetings with ECES and ECES' projects partners/stakeholders/donors; • Contribute to the implementation, coordination and follow up of project/programme's activities; • Provide technical advice and support to project staff in planning and implementing activities; • Develop global communication strategy and visibility plan in line with EU guidelines; • Provide inputs to all major project's documents, including activity reports, donor reports and other technical documents, ensure that they are well written and clearly communicating the messages; • Ensure that ECES and ECES' projects and events are duly documented (event reports, attendance and contact sheets, photos and other relevant material and documents); • Contribute to the administrative and logistical organization of events and activities; • Contribute to daily administrative work and perform all other working tasks deemed as necessary

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 modelling ECES' values and ethical standards.
Recruitment Qualifications	
Education:	Master Degree in Law, Political Science, Development studies or related field
Experience:	<ul style="list-style-type: none"> • Minimum of five (5) years of proven professional experience in administrative/project management; • Prior proven working experience of minimum five (5) years in international organizations/not for profit organisations; • Prior knowledge of donor's procedures; • Special interest in good governance and election related field; Knowledge of the electoral cycle approach, election observation/electoral assistance is a must; • Experience drafting reports and carry out researches; • Experience drafting reports and carry out researches; • Good negotiation and project management skills; • Ability to prioritize work, multi-task and meet deadlines; • Sound analytical judgment; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning, communication and writing skills; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy; • Ability to perform effectively under high pressure, hardship conditions and long working hours; • Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues.
Language Requirements:	Excellent working level of English/French language in both writing and speaking. Working level of Spanish, Portuguese or Arabic is an asset
IMPORTANT NOTE	Only candidatures that fully comply with the requirements will be retained