Terms of Reference

Position Information
Job Title: ICT Officer (national)
Duty Station: Abuja, Nigeria
Reports to: Project Director, Operational, Administrative and Finances Manager
Duration: 30 Months

Organizational Context

The **European Centre for Electoral Support** (ECES) 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.

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.

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**. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a 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 organisations.

Project's context

The project EU-SDGN – Support to Independent National Electoral Commission of Nigeria 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. The project, EU-SDGN – Support to INEC is part of a broader EU programme in Nigeria 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 of the latest EU EOM, 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.

Functions / Key Results Expected

Under the guidance of the Project Director and the Operational, Administrative and Finances Manager, the ICT Officer will have the following responsibilities and provide the following deliverables:

- Manage the overall technology project's infrastructure including implementation and management of the software applications and hardware infrastructure that support operations;
- Ensure systems administration including:
  o general computer support;
  o upgrades and updates of operating systems and user applications;
  o software installations;
  o license management;
  o server set up and management;
  o network and printer support;
  o deployment of equipment;
  o setup and support audio/visual equipment for presentations and trainings on and off site;
  o update and maintain the ICT equipment inventory;
  o user support;
  o perform needs assessment for new applications and modifications to existing ones
  o inform and train project staff in how to adhere to security ICT policies and train new and current employees on computer software and ICT systems
  o provide procurement assistance including, but not limited to, researching solutions, engaging with potential vendors, making recommendations for product purchases and assessing needs and developing terms of references
  o assist with preparation of operating budgets based on estimated and actual expenditures for ICT systems and support needs.
- Liaise with project's experts to provide targeted support;
- Perform all other working tasks as required

VALUES

- 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:	Bachelor's degree or higher within information technologies, or substantial working experience within relevant fields and have obtained and maintained relevant certificates
Experience:	- Minimum of three (3) years within the ICT technical field; - Prior working experience in international organizations/not for profit organisations; - Experience in handling servers and related access management control; - Experience drafting reports; - Ability to prioritize work, multi-task and meet deadlines; - Ability to work with results-orientation and efficiency in a multi-tasking environment; - Flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; - Ability to perform effectively under high pressure, hardship conditions and long working hours.

Language Requirements:	Excellent working level of English language in both writing and speaking. Fluency in French is considered an asset.