



Electoral Assistance Officer

ONSITE

VANUATU

GENERAL INFORMATION

Host Entity:	UNDP
Country of Assignment:	Vanuatu
Duty station:	Port-Vila
Volunteer Category:	National UN Youth Volunteer
Number of Assignment(s):	1
Expected Start Date:	01/08/2025
Duration:	Up to 31/12/2025
Possibility of Extension:	Yes
Sustainable Development Goal:	16. Peace, justice and strong institutions
DoA ID:	1784888021261740

DETAILS

ORGANISATION MISSION AND OBJECTIVES

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations. As a trusted, long-term partner of The Global Fund (GF), UNDP's value proposition lies in providing an integrated package of development solutions to strengthen institutions to deliver health services. Through its contributions as interim Principal Recipient (PR) and provider of technical assistance in over 53 countries since 2003, UNDP's provision of integrated policy, implementation and capacity development support to countries has yielded significant health and development results in challenging operating environments. Proactive risk management and investing in sustainability are the cornerstones of UNDP's portfolio management approach and providing technical assistance to national counterparts during all phases of implementation, strengthening legislation, policies and regulatory frameworks, and building capacities across key functional areas, including financial management, health information systems, procurement and supply chain management.

ASSIGNMENT CONTEXT

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

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After the passage of a comprehensive electoral and political reform in 2023, followed by a National Referendum in May 2024, Vanuatu has entered into new phase of implementing these reforms, which provide for greater independence to electoral management bodies, introduces more modern and inclusive electoral management, regulation and registration of political parties.

The Vanuatu Electoral Environment Project (VEEP) has been providing technical assistance to Electoral Commission, Vanuatu Electoral Office and Civil Registration and Identity Management (CRIM) Department since 2016. The third phase of the project "VEEP III" builds on previous electoral assistance to Vanuatu with the objectives of consolidating the achievements of previous electoral assistance and to further the democratic development of Vanuatu. The project will do this by further strengthening the Electoral Commission (EC) and the Vanuatu Electoral Office (VEO) to more effectively implement their newly independent mandate, and ensure inclusive, transparent, and credible electoral processes and by improving the institutional environment and practice of democracy.

The project strategy is twofold: (i) to support the positive growth of the institutional environment: the laws, rules, and regulations of the democratic processes; and (ii) to empower the agency of stakeholders: notably the Electoral Commission / VEO on one hand and individual citizens and civil society organisations on the other. In this regard, VEEP III will support to the EC/VEO, to work in partnership with key stakeholders, including with civil society organisations, to improve voter education and to maintain trust in the electoral and broader democratic system.

The VEEP III project has the following objectives:

1. Provide services to support all citizens, including women, youth, persons with disabilities, and other marginalized groups, to be increasingly aware of elections and the importance of democratic practices and processes
2. Voter register kept accurate and updated with every eligible voter registered
3. Political parties operate within the legislated regulatory environment
4. Effective and efficient electoral governance with less reliance on external assistance

TASK DESCRIPTION

Assist the Provincial Electoral Officer (PEO) with voter registration updates

Support the planning and implementation of electoral preparations and operations

Identify outreach needs arising from electoral activities and operations

Identify and support standardization and training needs within the Vanuatu Electoral Office (VEO)

Maintain a cross-cutting focus and contribute to initiatives targeting or engaging youth

Perform any other duties as required

ELIGIBILITY CRITERIA

Age:	18-80
Nationality:	Candidate must be a national or legal resident of the country of assignment.
Required experience:	1 month(s)

ASSIGNMENT REQUIREMENTS

REQUIRED RELEVANT EXPERIENCE

1 month(s)

SKILLS AND EXPERIENCE

- Previous electoral experience is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain;
- Sound security awareness;
- Have affinity with or interest in electoral work, volunteerism as a mechanism for durable development, and the UN system.

REQUIRED EDUCATION LEVEL

Technical/vocational diploma in Social sciences, communications, public administration.

LANGUAGE

Language	Proficiency	Required
English	Working knowledge	No

COMPETENCIES AND VALUES

- Accountability
- Adaptability and flexibility
- Creativity
- Judgement and decision-making
- Planning and organising
- Professionalism
- Self-management

OTHER INFORMATION

LIVING CONDITIONS AND OTHER REMARKS

Vanuatu is a beautiful island with well security situation, with access to air travel, medical facilities, banking facilities, communications infrastructure. Vanuatu is a unique country with a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential. You can check full entitlements at the duty station at <https://app.unv.org/calculator> . The complete UN Volunteer Conditions of Service is available at <https://explore.unv.org/cos>." <https://www.unv.org/>

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