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Operation and Management of the United Nations Single Electoral Roster

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Policy Directive on Operation and Management of the United Nations Single Electoral Roster

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A. PURPOSE

1. The purpose of this policy directive is to outline the procedures for the selection of electoral advisors for fixed-term appointments, temporary appointments and other applicable non-staff contracts using the United Nations Single Electoral Roster. It also details the arrangements for management of the roster and contains provisions for the transition to its full implementation. It provides specific detail to supplement the staff rules and other documents of all UN entities on the selection and recruitment of United Nations staff and other personnel.

B. SCOPE

2. This policy directive applies to all entities of the United Nations system and to all United Nations personnel with respect to the use of the roster for selecting international staff (fixed term or temporary), international consultants and individual contractors for electoral assistance activities at the country level. Electoral assistance positions in headquarters or regional centres are not covered by this policy directive. In this directive, the terms “United

Nations” and “UN” are understood to refer to the entire UN system, that is, all UN departments, funds, programmes, entities, trust funds, commissions, peacekeeping missions, special political missions, peacebuilding missions, country offices and other bodies.

C. RATIONALE

3. The United Nations General Assembly mandated the Secretary-General to nominate a Focal Point in order to, among other tasks, “develop and maintain a roster of international experts who could provide technical assistance as well as assist in the verification of electoral processes”.¹ The purpose of the roster is to assist in identifying advisors of the highest possible quality, to contribute to consistency in the delivery of UN electoral assistance, and to allow for fast and efficient selection and recruitment irrespective of the type of contract or funding source of the position.

4. In 2011, the Secretary-General requested that “In lieu of having separate inter-operable electoral roster of experts in each of the different concerned entities, [...] DM/OHRM, DPA/EAD, DFS/FPD and UNDP, in consultation with relevant UN entities, will develop a framework for a single UN electoral roster of experts (the GA mandated electoral roster), which can be used by the UN Secretariat and Agencies, Funds, Entities or Programmes”.² The policy directive sets out such a framework.

D. POLICY

D.1. General

5. The United Nations Single Electoral Roster is, at its core, a database of electoral advisors. Its functioning depends on the rules and procedures for the different processes that involve the roster, on the staff dedicated to its operation and management, and on the software that interacts with the database.

D.1.1. Management and operational structures

6. As mandated by the General Assembly, responsibility for the management of the United Nations Single Electoral Roster (hereafter “the roster”) lies with the United Nations Focal Point for Electoral Assistance (hereafter “the UN Focal Point”). The UN Focal Point delegates the authority over the roster to the Director of the Electoral Assistance Division (EAD) of the Department of Political Affairs (DPA). At the strategic level, the Director of EAD provides guidance and strategic direction to the roster in collaboration with the United Nations Single Electoral Roster Steering Committee (hereafter the “steering committee”), which is chaired by EAD Director and consists of the OHRM Director for Strategic Planning and Staffing, the Director of the Field Personnel Division (FPD), the UNOPS Deputy Human Resources Director, the UNDP Chief of Human Resources Policy and Compensation and/or the UNDP Bureau for Policy and Programme Support Director of Governance and Peacebuilding. The Steering Committee meets as required.

¹ A/RES/46/137 of 9 March 1992.

² Policy Committee Decision No. 2011/23 – Electoral Assistance Arrangements, of 10 November 2011.

7. On a day-to-day basis, the roster is managed by the Electoral Roster Team Coordinator (hereafter “the Roster Coordinator”) in EAD, under the direct supervision of an EAD Team Leader for Country Support. The Roster Coordinator is assisted by a dedicated team. The Roster Coordinator and staff are collectively known as the roster team.

8. To ensure effective communication on roster issues between all the substantive experts, human resources departments and field offices in each UN entity, a United Nations Single Roster Working Group (hereafter “the roster working group”) will be set up to coordinate with the Electoral Roster Team Coordinator. The relevant Steering Committee members will appoint one or two “roster focal points” to participate in the Roster Working Group based in New York, which shall consist of at least one representative from EAD, UNDP, FPD and OHRM.

9. The roster working group meets on a regular basis in order to:

- a. Exchange information on the functioning of the roster;
- b. Resolve issues that the roster is facing at the technical level;
- c. Plan, program and co-ordinate recruitment campaigns and outreach activities;
- d. Propose updates to key documents, forms and reporting formats when required; and
- e. Make policy recommendations to improve the roster’s operation as needed.

10. The roster working group refers issues that it cannot resolve or decide to the United Nations Single Electoral Roster Steering Committee. Roster Focal Points shall not be involved in discussions or communications about campaigns or recruitments where the Roster Focal Point is also an applicant. In such cases, the Roster Focal Point shall find an alternative participant to represent the entity in Working Group meetings.

D.1.2. Internal subdivisions of the roster database

11. The roster database has two segments: One consists of roster members who are cleared by the Secretariat’s Field Central Review Body (FCRB) for fixed-term appointments (hereafter “the FTA segment”). The second comprises the members who are not cleared by the CRB, but who are suitable for other applicable short-term or non-staff contracts (hereafter “the consultant segment”). Roster members in the FTA segment can be considered for such appointments as well.

12. The FTA segment is further subdivided into pools by grade. The roster covers the four grades of P3, P4, P5 and P6/D1. The equivalent grades of the International Civil Service Commission (ICSC) are listed in Annex 1. There is one Generic Job Profile (GJP) for each grade. Roster members can only be considered for positions corresponding to the grade of the roster pool they are in. Electoral advisors may apply to and become members of more than one pool.

D.1.3. Software platforms

13. The United Nations Single Electoral Roster is a roster of a specific type whose management requires data handling, as well as search and reporting functions, that may not be available in the standard software platforms used by the United Nations. The roster also needs to cater for different UN entities and for selection processes of different contract types. It is operated using software that meets its specific requirements. As of 2015, it is agreed that Nova will be the primary tool for managing the roster records, while Inspira will be used to collect applications for Generic Job Openings and to select roster members for Secretariat

positions via the Recruit from Roster module. OICT and EAD will continuously review options for customizations in Inspira to meet all of the needs of the Single Roster. Similarly, the EAD roster team will explore with UNDP IT and other relevant colleagues, software platforms or modalities to be used to further automate and improve the 'select from roster' modality for fixed term positions in UNDP.

D.1.4. Member records

14. All applicants to the roster, whether the FTA or the consultant segment, fill out a Personal History Profile form (PHP). Past electoral experience is recorded using the electoral affairs job family's standardized terms for "fields of work" and "areas of specialization" (Annexes 2 and 3). The roster team requests roster members to update their PHP on at least an annual basis.

15. Upon inclusion in the roster, and on an annual basis thereafter, the roster team asks roster members to fill out or update a specific Electoral Skills and Experience Form (hereafter the "skills form") in which roster members state their level of proficiency for a list of sub-specialties in the field of electoral assistance and the phases of the electoral process they were previously involved in (Annexes 4 and 5). This is also uploaded to the database.

16. The roster team contacts the three most recent direct supervisors of roster members in order to validate work experience, language proficiency and their skills form. This involves supervisors confirming or denying, for each skill claimed by the roster member, that the roster member demonstrated the skill when working under their supervision. The validations of different supervisors are consolidated. In case direct supervisors are not available or do not respond, the roster team may request earlier or higher level supervisors to provide references and validation.

17. To the extent possible, the roster team verifies current employment within the United Nations Common System (UNCS), contract types and time-in-post requirements. Each roster member's application history and relevant correspondence with the roster team is also recorded.

18. Work experience constitutes the core of the member record and of the reports that the roster team sends to hiring managers. Member records are based on the following information:

- a. For each position held in the past, the PHP records:
 - i. Duration,
 - ii. Grade (for UNCS positions),
 - iii. Country,
 - iv. Field of work (i.e. the type of electoral assistance),
 - v. Area of specialty.
- b. The PHP also records:
 - vi. Language proficiency.
- c. The skills form records:
 - vii. Sub-specialties, and
 - viii. The phases of the electoral process previously involved in.

19. In addition to a) the PHP, b) the skills form and c) supervisor validation, the roster team asks roster members to provide copies of the following documents which it then keeps on file with the member record³:

- d. Performance evaluations, such as those produced by the Inspira performance management system (E-PM) or the performance management and development (PMD) process,
- e. Passport,
- f. University certificates,
- g. Certificates of completion for the Basic Security in the Field and Advanced Security in the Field courses, and a
- h. Signed conflict of interest declaration.

D.1.5. Roster membership

20. Membership of the roster's FTA segment is acquired through a process involving an application, assessment and central review. Holding or having held an electoral assistance position with the United Nations or another institution does not entitle a staff member to roster membership, irrespective of the entity, level, type or duration of the appointment and of the evaluation of their performance.

21. The roster's consultant segment comprises electoral advisors who have not sought clearance for, or who do not qualify for, FTA positions, but who do have a high level of specific expertise in an area required for electoral assistance.

22. The roster team, in association with the UN entities recruiting electoral advisors, conducts outreach activities towards potential consultants in specialties where the need has been identified and to maximize gender balance and regional diversity in the roster. For the consultant segment, the roster team also receives spontaneous applications. Membership in the roster's consultant segment is acquired through an application, its evaluation by the roster team, reference checking and, if required, assessments. Members of the consultant segment cannot be moved to the FTA segment without undergoing the full application, assessment and central review process required for that segment.

23. As per the UN Secretariat's administrative instruction, roster membership is indefinite.⁴ Should this provision be amended in future, the duration of roster membership will be as per the new amendment. Under current procedures, the roster team records if a member:

- a. Reaches retirement age;
- b. Requests no longer to be considered for appointments;
- c. Is a subject of disciplinary measures;
- d. Fails to confirm continued interest in being a roster member after being requested to do so by the roster team at least twice or;
- e. Dies.

24. The requirements for roster membership of the FTA segment at each grade are set out in the Generic Job Profiles (GJPs) for the four pools. The current versions are attached (Annexes 6 to 9).

³ The process of collecting and recording these documents on the roster member's record is distinct from the formal process of reference checking, which is described in para. 43 below.

⁴ ST/AI/2010/3/Amend.1

25. Roster membership does not provide any entitlement to work for the United Nations. However, roster members have the advantage of having access to recruitment processes that are only available to roster members, and having detailed and verified information on their experience being sent to hiring managers. For FTA contracts, roster members have already passed an assessment and compliance review process, which may mean that they do not need to repeat these steps in the selection process. This leads to faster recruitment. Nevertheless, roster membership does not guarantee that a member will not be subject to additional assessment in the selection process, given that a hiring manager may decide that further assessment is necessary.

D.2. Generic Job Openings for roster membership

D.2.1. Frequency

26. The Generic Job Openings (GJOs) that allow individuals to apply for roster membership are normally advertised every two years in the “regular campaign,” which covers the pools of all four grades (P3, P4, P5 and P6/D1). In addition, GJOs which may have narrowed requirements (for example in terms of language proficiency or area of specialty) are advertised on the basis of identified needs in “special campaigns.”

D.2.2. Preparing the generic job opening

27. Before the launch of each regular campaign, the roster team, in consultation with the roster working group, reviews the four GJPs (P3, P4, P5 and P6/D1), the four corresponding GJOs, the skills form and, where used, the screening questions, to make any necessary adjustments or updates and to ensure these are all aligned with current rules and United Nations electoral assistance needs and consistent with each other. If a GJP is modified, it is submitted to FPD for approval and classification in accordance with Secretariat procedures.

28. The working group members also make recommendations on how to conduct the campaign as to maximize gender balance and regional diversity in the roster.

29. For special campaigns, the roster team drafts the GJO based on the GJP for the corresponding grade, taking into account the special needs identified. It also selects screening questions and drafts additional ones if required. The roster working group reviews and adopts the draft GJO. A GJO should not diverge by more than 30 percent from the corresponding GJP. The GJO is submitted to FPD for approval.

30. The roster team, in consultation with the roster working group, establishes and publishes a calendar for each campaign that sets out indicative application periods for each GJO. If the regular campaign does not take place simultaneously for all pools, the process for the higher grade or grades is conducted first.

D.2.3. Posting

31. Each GJO is posted for a period of 30 days. The process is managed through the UN Secretariat’s system for selection processes and advertised on the UN Careers Portal. Links to the GJOs, or related information are also posted on the websites of other entities. The roster team ensures that the electoral assistance community is informed of the campaign, including through posting information on relevant websites (such as the ACE Electoral Knowledge Network) and through broadcast emails to all existing roster members and to those who have expressed interest in the roster in the past.

D.2.4. Applying and screening

32. Applicants create or update their PHPs and submit their applications, which normally include a cover letter and answers to screening questions. Applicants may be considered for all pools for which they qualify. Incomplete applications and applications that are not submitted within the application period are not taken into consideration.

33. Only applicants who meet the minimum eligibility requirements specified in the GJO, including the language skills, are considered eligible.

D.2.5. Assessing the applicants

34. All applicants who meet the minimum requirements are assessed. The assessment consists of a competency-based interview and may include other appropriate evaluation mechanisms, such as written tests. Applications of a candidate to two or more GJOs may be assessed at the same time as long as the competencies and evaluation criteria required are the same. All entities that recruit electoral advisors contribute staff for the assessment exercise, including assessors for tests, panel members and panel secretaries.

35. Multiple choice and essay tests are conducted online. Test and essay questions are compiled and a minimum passing score set by the roster working group. The roster focal points ensure that test or essay questions do not unduly exclude candidates who might be suitable for the electoral advisory positions with their entities. The roster team may prepare more questions than are actually used.

36. Applicants are notified of the timing and receive instructions at least five working days before each test starts. Applicants are responsible for ensuring that they have sufficient time and access to functioning equipment with a reliable internet connection and compatible software for taking the test. Tests that are not submitted, or that are submitted after the deadline will not be considered. While the UN provides technical support for issues arising from its testing software, the UN cannot be held responsible for technical circumstances beyond UN control.

37. Two assessors, including one appointed by EAD and one appointed by UNDP, mark essays anonymously following pre-defined scoring guidelines. When the overall marks given by the two assessors diverge by more than twenty percent, the graders will be asked to regrade in order to see if the differences can be reconciled. If not, a third assessor will be brought in as an arbitrator to review the grades proposed by the first two assessors and to make a final decision on the grade to be given.

38. Interview panels consist of at least three staff members (holding an appointment other than a temporary appointment) and are formed with due regard to regional diversity and gender balance. Panels include at least one member from EAD and one from UNDP and at least one, preferably two, experts in electoral assistance. Panel members have to be of the grade corresponding to the GJO or higher. All interviews are conducted by either telephone or using a Voice Over Internet Protocol service such as Skype. Each panel member must take his/her own notes during the interview. The panel secretary or designated report writer drafts the comparative analysis report in accordance with the notes and recommendations of the panel members.

39. Assessments for the GJOs of the regular campaign are conducted in either English or French, according to the applicant's preference. Assessments for special campaign GJOs are conducted in the languages in which the GJO requires fluency.

40. Whenever possible, a single expert panel grades essays and a single panel conducts interviews of all applicants for the same GJO. However, if more than 15 applicants are to be assessed, several panels may be formed. To the extent possible, the same panel members will be maintained throughout the assessment process for one GJO. Changes in panel membership are mentioned in the transmittal memo to the FCRB. FPD is responsible for ensuring that questions and standards are applied consistently.

41. Any staff member who could be involved in the assessment process who could have access to test or essay questions or who could have influence over the outcome of the assessment and who has either applied for the GJO concerned, intends to apply or who has reason to believe that an immediate family member has applied or intends to apply, must inform the Roster Coordinator immediately and request that a replacement for the functions concerned be found.

D.2.6. Central Review Board clearance

42. The Roster Coordinator ensures that the documentation for recommended applicants is prepared as agreed by the interview panel, and FPD submits it to the FCRB for review.

D.2.7. Activation and notification

43. The roster membership of successful applicants becomes effective as soon as the FCRB endorses the recommended applicant. FPD notifies all applicants of their applications' outcomes at the end of the process, after which FPD undertakes its standard process for formal reference checking of endorsed candidates. UNDP also undertakes its standard process for reference checking of rostered candidates. If requested, the EAD roster team shares any relevant information from the Single Electoral Roster database.

44. The roster team sends information about the roster's operation to new members and invites them to submit the skills form and other documents within 15 days. The roster team requests validations of work experience whether the roster member submits skills forms or not. The PHP submitted by the roster member during the application process and reviewed by the FCRB is kept on file as the reference PHP.

45. Upon completion of each regular campaign, or when requested by a roster focal point, the Roster Coordinator prepares a full, current and searchable list of all roster members showing name, gender, nationality, date of birth as well as roster segment and pool/grade, and shares it with the roster focal points of all entities recruiting electoral advisors. This list is not to be circulated nor to be used in the creation or filling of positions.

D.3. Filling a position through the single roster

46. The roster of pre-assessed and cleared candidates aims to facilitate filling FTA, TA and consultancy or individual contractor positions by, among others, offering a speedy selection process, ensuring consistency in the application of selection criteria, providing hiring managers with detailed information on roster members, and bringing positions to the attention of a diverse range of suitable candidates. For vacant field posts in the Secretariat, the hiring manager should post a Recruit from Roster Job Opening in Inspira to be able to notify and access applications from interested roster members. Other UN entities should contact the Roster Coordinator to consult the single roster as a first port of call for filling electoral advisory positions in the field as well, but are under no obligation to select a roster

member. Systematic use of the roster by all entities will allow it to be more accurate, current, comprehensive and relevant for UN electoral assistance.

D.3.1. “Recruit from Roster” for Secretariat posts

47. For vacant positions in the UN peacekeeping operations or special political missions of 365 days or longer, the “Recruit from Roster” process is followed in accordance with the latest procedures determined by the Field Personnel Division. This involves the following steps (Annex 10a contains a more detailed process diagram):

a. Defining terms of reference and posting a Job Opening: The hiring manager drafts the job opening according to the specific needs on the basis of the latest approved GJP of the corresponding grade, and defines at least one screening question. This normally involves specifying the tasks, responsibilities and requirements in greater detail, and removing provisions that do not apply. The required and desired experience should be formulated as much as specific requirements allow in terms of the standard fields of work, areas of specialization and of the sub-specialties and experience on the skills form, in order to allow the roster record to provide a clear indication of which members fulfil the criteria. The Job Opening is posted in Inspira with the requisite support and approvals from the relevant human resources staff at the mission level. In cases, such as start-up mission or surge situations, the EAD Roster Coordinator (or designated team members) may take on the functions of hiring manager and post the Job Opening in Inspira. Inspira automatically notifies all roster members at the level of the Job Opening that they can apply.

b. Applications: Roster members who are interested and available submit their application in Inspira, consisting of a Personal History Profile (PHP), cover letter and a response to the screening questions.

c. Assessment and Selection: Inspira screens out applications by non-roster members or anyone who does not meet the minimum eligibility requirements. The hiring manager, with the support of the Roster Coordinator, is responsible for assessing which candidates best meet the suitability requirements. The Roster Coordinator provides a preliminary evaluation of all eligible applicants’ education, experience and language skills and creates a long list for the hiring manager. The hiring manager reviews the PHPs in the long list and recommends a candidate (roster members are not required to undergo further written tests or interviews at this point, although a hiring manager can choose to add this step if necessary and time permitting). The Head of Mission formally approves the selection in Inspira.

D.3.2. “Select from Roster” process for posts outside the Secretariat

48. For posts in UN agencies, funds and programmes outside the Secretariat, Inspira is not used. Instead the “Select from Roster” modality is used, which generally follows the same principles as above. Specifically it involves the following steps (Annex 10b contains a more detailed process diagram):

a. Drafting terms of reference: Posts are created, classified and approved in line with each entity’s existing procedures.

The hiring manager drafts the terms of reference, job description or job opening according to the specific needs on the basis of the latest approved GJP of the corresponding grade. This normally involves specifying the tasks, responsibilities and

requirements in greater detail, and removing provisions that do not apply. The required and desired experience should be formulated as much as specific requirements allow in terms of the standard fields of work, areas of specialization and of the sub-specialties and experience on the skills form, in order to allow the roster record to provide a clear indication of which members fulfil the criteria.

b. Producing the roster report: Once the job opening is finalized, the hiring manager submits a roster report request to the roster team using the roster report request form (example in Annex 11). The job opening is annexed to the request. For FTA positions and, if requested, for other positions, the roster team sends a broadcast message to all roster members at the grade of the job opening for them to state their availability and interest and update their PHP. Roster members are normally asked to respond within five working days. The roster focal points of all entities who recruit electoral advisors are copied on such broadcast messages. The roster team then produces a roster report which lists all interested and available roster members and shows to what extent they meet the conditions defined by the hiring manager without any additional filtering or screening (sample in Annex 12).

The roster team emails the roster report, together with the corresponding PHPs and, if requested, the performance evaluations that roster members submitted, to the hiring manager. To the extent that the information is available, the report also shows which roster members are currently employed in the UNCS or have been recommended for another UNCS position. All roster report requests, roster reports and related correspondence are logged.

c. Selecting a roster member: When the hiring manager identifies a suitable roster member, the roster members can be selected by the head of office or mission without further assessment or another central review. The format of the PHP used by the roster is valid as the basis for selecting electoral advisors across all entities. Hiring managers can decide that additional assessments are required and may request references and recommendations for roster members before deciding whether to recommend a roster member.

Hiring managers may recommend for selection roster members who are already shown as recommended to another position under recruitment, as long as an offer has not been signed. It is up to roster members to decide which offer they accept. Once a roster member has accepted an offer, he or she is expected to take up that position.

The hiring manager informs the roster team and the entity's roster focal point who is selected for the position, in order for this to be recorded in the roster. At this stage, the hiring manager may request the roster team to email, where available, copies of the following documents of the roster member in order to expedite contracting:

- i. Passport,
- ii. University certificates,
- iii. Certificates of completion for the Basic Security in the Field and Advanced Security in the Field courses, and
- iv. Signed conflict of interest declaration.

Hiring managers inform the roster team and their entity's roster focal point when a roster member accepted an offer, so that this can be recorded in the member's roster record.

D.3.3. Temporary appointments and consultancies

49. Electoral Temporary Appointment (TA) positions, including in the Secretariat, may also be filled through “select from single roster” by members in the pool of the position's grade in the roster's FTA segment. Should no available roster member be found suitable for the position, it is posted following regular procedures.

50. For other applicable non-staff contracts (consultancies and individual contractors), members of both the FTA and the consultant segments of the roster can be considered. Existing selection and recruitment procedures will be followed for consultancy contracts. For UNDP, the selection process for individual contracts must adhere to the latest UNDP Programme and Operation Policies and Procedures (POPP). After receiving the roster report, the hiring manager contacts the qualified candidates to inform them of the procedures to be followed, including the submission of a bid. The hiring manager may choose to undertake additional assessments, which may include the contracting entity's requesting and evaluating technical and financial proposals as per that entity's requirements and procedures.

D.4. Filling a position when there is no available or qualified roster member

51. An electoral advisory position at the country level is advertised and/or filled through an entity's normal process for that type of position when no roster member qualifies for a post, when no roster member is available, when a hiring manager does not find any roster member suitable or, for entities other than the UN Secretariat, when a hiring manager has compelling reasons for not submitting a roster report request first. In the case of a UN Secretariat FTA position, this involves a post-specific job opening (PSJO).

52. In all selection processes for electoral advisory positions at the country level other than “Recruit from Roster,” or “Select from Roster”, regardless of the recruiting entity, once a candidate is selected, the hiring manager shall inform the roster team and its roster focal point of the recommended and selected candidates. The roster team adds this information to the consultant segment of the roster. Where candidates who are not on the roster are recommended, the roster team asks the candidates to submit the necessary documentation to be added to the roster's consultant segment and invites them to apply for membership of the roster's FTA segment when the next suitable campaign takes place.

D.5. Separation at completion of assignment and disciplinary measures

53. When electoral advisors complete an assignment, separate from the United Nations or otherwise vacate a post, they inform the roster team and send the latest performance evaluation in the entity's own format. If the roster team receives no performance evaluation after a separation, the roster team requests an evaluation from the direct supervisor or supervisors.

54. In case the performance of a roster member did not meet the supervisor's expectations, the roster team takes appropriate measures to corroborate the issue and adds this information to the member's record.

55. Roster members whose appointment was terminated due to a reason covered by Rule 9.6 (c) (ii), (iv) or (v) of the United Nations Staff Rules also have this information added to their records.

56. When requested by hiring managers, the roster team provides feedback on possible past poor performance or disciplinary measures as per paragraphs 54 and 55 above for the roster members listed in roster reports.

D.6. Roster maintenance and general use

57. In addition to handling the steps in the selection processes mentioned above, the roster team manages the roster on a day-to-day basis. This includes running roster queries, updating member records, advising on terms of reference, producing reports, handling correspondence and maintaining the relationships with roster members.

D.6.1. Broadcasts, correspondence and follow-up

58. The roster team may broadcast general information to roster members, such as information on the roster and its operation, and information on the United Nations and electoral assistance, including policies, guidelines or tools.

59. The roster team responds to questions and queries sent to the generic roster email address regarding the operation of the roster in general or specific selection processes. As much as possible, the responses will repeat or refer to published information, existing directives, procedures, guidelines and rules.

60. All correspondence of the generic roster email address is logged. Correspondence between the roster team and roster members that concern their roster memberships and selection processes for which the member was contacted, in which the member is interested and/or in which the member has taken part, is recorded and kept on file. Other correspondence may be added to the record at the discretion of the roster team.

61. Unless requested by the hiring manager, the roster team does not share any information it may have on the status of selection or recruitment processes with the candidates concerned, and any information obtained from the roster team may not be taken as an indication whether an individual was or will be selected for a post.

62. Through its interaction with roster member and candidates, the roster team plays an important role in generating and maintaining the interest of electoral advisors in making their skills and expertise available for the work of the United Nations.

D.6.2. Maintenance and updating

63. The responsibility for ensuring that the roster team has accurate and complete data for the member records rests with roster members themselves. However, the roster team routinely takes action to update member information.

64. When the roster team receives notification that an email, including a broadcast message, cannot be delivered to a roster member, the roster team immediately seeks to obtain updated contact details for the roster member.

65. At least twice a year, the roster team runs a query to identify roster members with incomplete information, roster members who have not updated their information and/or who have not responded to any broadcasts within a given timeframe. The roster team uses this information to target members and their former supervisors to complete and update the roster record.

66. From time to time the roster team may also ask roster members to confirm their continued interest in being a roster member. Such requests may be sent as broadcast emails to all roster members or targeted to a group of members who have not supplied complete information and/or who have not updated their data within a given timeframe. Roster members who are no longer interested in roster membership are encouraged to withdraw from the roster.

D.6.3. Other queries and reports

67. In addition to roster reports, the roster team may also produce other reports, such as narrative reports and statistical tables on its activities for United Nations entities, if authorized by the EAD Director.

68. When requested, the roster team provides feedback on draft terms of reference and job openings.

69. The roster team also identifies gaps between the expertise of the electoral advisors in the roster and expected staffing needs, and conducts outreach activities to attract candidates to fill such gaps. These outreach activities are conducted together with the different entities recruiting electoral advisors, and are coordinated through the roster working group.

70. The roster team prepares a brief annual report, which, at a minimum, provides a statistical overview of numbers of the current roster members (broken down by roster segment, grade, gender and nationality or region), how many selection processes were conducted with its support and in how many of these roster members were selected. The report is submitted to the UN Focal Point, the EAD Director and the roster working group.

D.7. Transitional measures

71. The full implementation of the present framework requires software to be updated and to be fully functional, for existing members to update their records in line with new formats and the conducting of a regular campaign for all pools of the roster's FTA segment. The roster continues to operate without interruption throughout the transition.

D.7.1. Software upgrades

72. The application process for the single electoral roster is expected to be managed through Inspira in the future.

73. OICT will work on developing customizations required by the Single Roster in 2016. In the meantime, the Single Roster will start using Inspira to post "Recruit from Roster" Job Openings and Generic Job Openings. PHPs submitted by applicants will be transferred to Nova to allow for evaluation of candidates, the results of which will be recorded in Inspira to complete the selection process. Nova will also continue to be used for roster maintenance and to search for candidates for non-Secretariat posts and/or consultancies.

74. The operation of the roster in line with this framework requires modifications in the Nova/Nucleus software, such as updates to the import function of the skills form as well as to the roster database, query and reporting functions. The relevant sections of the framework are implemented when the required software functions become operational.

75. For the Select from Roster modality for fixed-term UNDP positions, the EAD roster team will explore with UNDP different options to automate the process, in a manner that also allows compatibility and information sharing with Inspira and Nova as required.

76. The roster team will require dedicated support so that any issues with both Inspira and Nova software can be addressed.

D.7.3. Status of other roster members

77. During the transition, the single roster will continue to include members who obtained their membership through the single roster assessment procedure and members who obtained it through prior clearance by a Field Central Review Body in the Secretariat.

78. For recruitments to UNOPS and UN Secretariat positions, including DPA and DPKO field missions, all roster members will be treated as per this framework as soon as it is adopted.

79. Electoral advisors who, at the time of the completion of the first regular campaign, are in another United Nations electoral advisors database than the United Nations Single Electoral Roster, will be transferred to the consultant segment of the single roster (except for those listed in para. 75 above who are added to the FTA segment of the roster). Those who are already in the FTA segment of the single roster will have, where appropriate, their information updated and missing documents added to their record. Those who are not cleared for the FTA segment will have their membership transferred to the consultant segment of the single roster and be invited to apply for membership of the FTA segment in the next regular campaign.

80. Electoral advisor databases other than the single electoral roster will cease to function as rosters once the single roster is fully operational or on decision of the entity that operates them, whichever is earlier.

E. TERMS AND DEFINITIONS

F. REFERENCES

1. GA Resolution on Elections, A/RES/46/137
 2. Staff Rules and Regulations, ST/SGB/2009/7
 3. Administrative Instruction on the Staff Selection System, ST/AI/2010/3
 4. Administrative Instruction on the Staff Selection System, ST/AI/2010/3/Amend.1
 5. Policy Committee Decision No. 2011/23 – Electoral Assistance Arrangements
 6. Policy Directive on Principles and Types of UN Electoral Assistance, FP/01/2012
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G. MONITORING AND COMPLIANCE

The UN Focal Point for Electoral Assistance, the Under-Secretary General for Political Affairs, is tasked with ensuring coordination within the United Nations system with regard to

electoral assistance and will therefore help to ensure that the procedures set out in this policy directive are adhered to.

H. DATES

This Policy Directive becomes effective on 5 February 2016.

I. CONTACT

Roster Team, Electoral Affairs Division, Department of Political Affairs at:
electoralroster@un.org

J. HISTORY

Drafted by the Electoral Affairs Division, Department of Political Affairs in close consultation with DM/OHRM, DFS/FPD, UNDP and UNOPS.

SIGNED: 

DATE: 5 February 2016

Annex 01: UN grades and ICSC equivalents

<i>UN grade</i>	<i>ICSC equivalent</i>
P3	ISC-10
P4	ISC-11
P5	ISC-12
P6/D1	ISC-13

Annex 02: Fields of work in the electoral affairs job family

<i>Code_FW</i>	<i>Field of work</i>
SA	Electoral technical assistance, support, and advice
CV	Electoral certification and verification
IS	Electoral implementation and supervision
MO	Electoral monitoring and observation
EO	Electoral - other

Annex 03: Areas of specialization in the electoral affairs job family

<i>Code_AS</i>	<i>Area of specialization</i>
A01	Electoral assistance management and coordination (CEO/CTA)
A02	Electoral assistance planning, support and monitoring (HQ and regional offices)
A03	Electoral capacity-building
A04	Electoral certification
A05	Electoral civic and voter education
A06	Electoral complaints and dispute resolution
A07	Electoral data processing and analysis
A08	Electoral external relations
A09	Electoral gender mainstreaming
A10	Electoral graphic design
A11	Electoral information and communications technology
A12	Electoral infrastructure development
A13	Electoral institutional reform and development
A14	Electoral legal advice and drafting
A15	Electoral logistics
A16	Electoral observation or monitoring
A17	Electoral operations including field operations
A18	Electoral overall process management (UN or EMB implementation/supervision)
A19	Electoral planning and budgeting
A20	Electoral procedures
A21	Electoral process administrative support
A22	Electoral procurement
A23	Electoral programme and project management
A24	Electoral programme and project support (budget, procurement, admin, etc)
A25	Electoral public information, outreach and media relations
A26	Electoral security
A27	Electoral stakeholder support (civil society, media or political parties)
A28	Electoral training
A29	Electoral verification
A30	Electoral-other

Annex 04: Phases of the electoral process

<i>Code_PH</i>	<i>Phase of electoral process</i>
PH1	Legal and institutional reform
PH2	Planning and budgeting
PH3	Voter registration
PH4	Polling preparations, polling and counting
PH5	Results tabulation, disputes and resolution
PH6	Post-electoral work

Annex 05: Sub-specialties in the electoral affairs job family

<i>Code_SK</i>	<i>Sub-specialty</i>
S001	Administration - Asset and inventory management
S002	Administration - Budget
S003	Administration - Finance
S004	Administration - Human resources
S005	Administration - other
S006	Administration - Procurement
S007	Analysis - Demography and statistics
S008	Analysis - Electoral data
S009	Analysis - Media
S010	Analysis - Political and conflict
S011	Bi- and multi-lateral negotiations
S012	Budget planning
S013	Capacity assessment
S014	Capacity-building
S015	Civil society development
S016	Code of conduct formulation
S017	Communications planning
S018	Mediation and elections
S019	Counting/tally center management
S020	Electoral infrastructure construction
S021	Electoral systems design
S022	EMB administration - Assets and inventory management
S023	EMB administration - Budget
S024	EMB administration - Finance
S025	EMB administration - Human resources
S026	EMB administration - other
S027	EMB administration - Procurement
S028	External relations - observer liaison
S029	External relations - party and candidate relations
S030	Resource mobilization
S031	Gender mainstreaming
S032	Giving presentations in conferences or seminars
S033	Heading electoral assistance at national level (PEO, CTA)
S034	High-level panel support
S035	Institution design and reform
S036	Institutional capacity assessment
S037	Institutional capacity development
S038	Inter-agency coordination
S039	IT - Biometrics

S040	IT - Data coding
S041	IT - Database design and development
S042	IT - Electronic voting
S043	IT - general
S044	IT - Geographic information systems
S045	IT - Hardware
S046	IT - Helpdesk and support
S047	IT - Networks
S048	IT - Software and application development
S049	IT - Telecommunications systems
S050	Legal - complaints and dispute resolution
S051	Legal - drafting of constitutions and laws
S052	Legal - general
S053	Legal - regulatory framework design
S054	Logistics - air transport
S055	Logistics - movement planning
S056	Logistics - warehousing
S057	Logistics management
S058	Logistics planning
S059	Management - donor relations
S060	Management - knowledge management
S061	Management - policy analysis and development
S062	Management - strategic planning
S063	Management advice
S064	Media development
S065	Monitoring - Campaign and political party finance
S066	Monitoring - Human rights
S067	Monitoring - Media
S068	Monitoring other
S069	National observer development
S070	Needs Assessment
S071	Observation
S072	Observer coordination
S073	Operations - field coordination
S074	Operations - guideline development
S075	Operations - out-of-country
S076	Operations management (field office)
S077	Operations management (national HQ)
S078	Operations planning
S079	Political party agent training
S080	Political party development

S081	Polling results audit
S082	Procedure development
S083	Procurement of electoral materials and services
S084	Production - graphic and forms design
S085	Production of audio-visual materials
S086	Production of ballot papers
S087	Production of other printed materials
S088	Project and Programme Evaluation
S089	Project and Programme Formulation and Design
S090	Project and Programme Management
S091	Public outreach - campaign design and development
S092	Public outreach - event organization
S093	Public outreach - implementation
S094	Public outreach - material production
S095	Public outreach - media liaison
S096	Public outreach - partnership building
S097	Public outreach - spokesperson
S098	Public outreach - strategy and message development
S099	Public outreach management
S100	Quick count management
S101	Report writing and editing
S102	Security analysis and assessment
S103	Security forces training
S104	Security planning
S105	Special support for women and other disadvantaged groups
S106	Training - BRIDGE accrediting facilitation
S107	Training - BRIDGE expert facilitation
S108	Training - BRIDGE workshop facilitation
S109	Training - curriculum development
S110	Training - implementation
S111	Training - non-BRIDGE facilitation
S112	Training management
S113	Translation and Interpretation

Annex 06: Generic Job Profile - Electoral Officer (P3)

Generic Job Profile – Electoral Officer (P3)

Organizational Setting and Reporting Relationships:

These positions are located in the field in peace operations, special political missions, UNDP and UNOPS electoral projects or with other UN entities providing electoral assistance. The Electoral Officer serves as a member of an electoral assistance team, usually in an advisory role to a national counterpart in her/his area of expertise but may, in exceptional instances, head a unit or field office. The Electoral Officer normally reports to a head of a section, unit or of a field office, or, in some cases, to the Principal Electoral Officer, the Chief Technical Adviser, a Senior Electoral Officer or to a Deputy Resident Representative or Country Director.

Responsibilities:

Within delegated authority, the Electoral Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Electoral Officers.)*

- Implement, and, in exceptional cases, supervise the implementation of, electoral programs and processes in one or more of the following areas, as required: legal drafting and reform, complaints and dispute resolution, planning and budgeting, infrastructure development, operations including field operations, procurement, logistics, security, information and communications technology, data processing and analysis, procedures, training, external relations, public information, outreach and media relations, civic and voter education, graphic design, administrative support, support to media, political parties and civil society, gender mainstreaming, capacity-building, institutional reform and development as well as project support.
- Provide project and programme management and support, including budget management and monitoring, and reporting of results to national counterparts, donors and UN bodies;
- Provide, and, in exceptional cases, supervise the provision of, support, technical assistance and advice in the above areas as required.
- Contribute, and, in exceptional cases, supervise the contribution to, capacity-building of national counterparts and strengthening of national institutions.
- If required, supervise and manage the performance of national and, in some cases, international staff assigned to the area of responsibility.
- Monitor the impact of domestic and international norms and processes on female participation and provide advice to the Electoral Management Bodies on appropriate corrective measures.
- Establish and maintain professional and productive partnerships with national counterparts and other key stakeholders in the electoral process.
- If required, compile and provide regular briefings and reports in the assigned area of responsibility in close collaboration with other relevant partners.
- Perform other related duties as required.

Work implies frequent interaction with the following:

The supervisor; staff of specialized agencies and representatives of international and regional organizations and governments; staff and officers of electoral management bodies and other national institutions involved in the electoral process; staff and officers of political parties, non-governmental organizations, academic institutions, institutes and foundations as well as media representatives, if the function is media relations officer.

Results Expected:

- The support of the United Nations in the area of responsibility contributes to credible and inclusive elections.

- The United Nations mandated support in the area of responsibility is implemented effectively, using resources efficiently and minimizing risks to the organization.
- The supervisor is given accurate and timely information, early warning as well as advice on the electoral process and its implications.

Core Competencies:

- **Professionalism:** Demonstrates professional competence and mastery of subject matter, notably understanding and knowledge of electoral processes in general; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates commitment to the goal of gender balance in staffing; shows pride in work and in achievements; 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in political science international economics, international relations, law, public administration, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience: A minimum of five years of progressively responsible experience in elections and related area in at least 2 countries. At least two years of experience in implementing, supporting or advising on electoral processes is required. United Nations electoral field experience in a peacekeeping operation, political mission and/or a UN agency is desirable. Experience in post-conflict situations and/or in developing countries is desirable.

Language: Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement.

Other: *Information regarding living conditions, health, nursery and school facilities will be provided for country specific openings.*

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

Annex 07: Generic Job Profile - Electoral Officer (P4)

Generic Job Profile – Electoral Officer (P4)

Organizational Setting and Reporting Relationships:

These positions are located in the field in peace operations, special political missions, UNDP and UNOPS electoral projects or with other UN entities providing electoral assistance. The Electoral Officer serves as a member of an electoral assistance team, usually in an advisory role to a national counterpart in her/his area of expertise but may also head a project, unit, section or field office. The Electoral Officer reports to the Principal Electoral Officer, the Chief Technical Adviser, a Senior Electoral Officer, Head of Section, or to the UNDP Resident Representative or Country Director.

Responsibilities:

Within delegated authority, the Electoral Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Electoral Officers.)*

- Implement, and often supervise the implementation of, electoral programs and processes in one or more of the following areas, as required:
legal drafting and reform, complaints and dispute resolution, planning and budgeting, infrastructure development, operations including field operations, procurement, logistics, security, information and communications technology, data processing and analysis, procedures, training, external relations, public information, outreach and media relations, civic and voter education, graphic design, administrative support, support to media, political parties and civil society, gender mainstreaming, capacity-building, institutional reform and development as well as project support.
- Provide project and programme management and support, including budget management and monitoring, and reporting of results to national counterparts, donors and UN bodies;
- Provide overall donor liaison and management;
- Provide, and often supervise the provision of, support, technical assistance and advice in the above areas as required.
- Contribute, and often supervise the contribution to, capacity-building of national counterparts and strengthening of national institutions.
- Monitor the impact of domestic and international norms and processes on female participation and provide advice to the Electoral Management Bodies on appropriate corrective measures.
- If required, supervise and manage the performance of national and international staff assigned to the area of responsibility.
- Establish and maintain professional and productive partnerships with national counterparts and other key stakeholders in the electoral process.
- If required, compile and provide regular briefings and reports in the assigned area of responsibility in close collaboration with other relevant partners.
- Perform other related duties as required.

Work implies frequent interaction with the following:

The supervisor, who can be a section head or project or programme manager, Country Director or Deputy Country Director; senior staff and officers of the mission or country office; senior staff of specialized agencies and senior representatives of international and regional organizations and governments; senior staff and officers of electoral management bodies and other national institutions involved in the electoral process; senior staff and officers of political parties, non-governmental organizations, academic institutions, institutes and foundations as well as media representatives, if the function is media relations officer.

Results Expected:

- The support of the United Nations in the area of responsibility contributes to credible and inclusive elections.
- The United Nations mandated support in the area of responsibility is implemented effectively, using resources efficiently and minimizing risks to the organization.
- The supervisor has access to accurate and timely information as well as advice on the electoral process and its implications.

Core Competencies:

- **Professionalism:** Demonstrates professional competence and mastery of subject matter, notably in-depth understanding of and ability to evaluate electoral processes, knowledge of electoral processes and their technical and political implications; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates commitment to the goal of gender balance in staffing; shows pride in work and in achievements; 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in political science international economics, international relations, law, public administration, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience: A minimum of seven years of progressively responsible experience in elections and related areas in at least 3 countries. At least three years of experience in supervising, implementing, supporting or advising on electoral processes is required. United Nations electoral experience in a peacekeeping operation, political mission and/or a UN agency or other relevant international electoral experience is required. Experience in developing countries is required, and experience in post-conflict situations is desirable. Experience in managing projects is desirable. Previous experience of managing teams of different backgrounds is desirable. Experience in bilateral or multilateral negotiations is desirable.

Language: Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement.

Other: *Information regarding living conditions, health, nursery and school facilities will be provided for country specific openings.*

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

Annex 08: Generic Job Profile - Senior Electoral Officer (P5)

Generic Job Profile – Senior Electoral Officer (P5)

Organizational Setting and Reporting Relationships:

These positions are located in the field in peace operations, special political missions, UNDP and UNOPS electoral projects or with other UN entities providing electoral assistance. The Senior Electoral Officer may head a unit, section, field office or project and may be the senior-most electoral officer of the mission of project, for example in the role of Chief Technical Advisor, but may also serve as a member of an electoral assistance team, usually in an advisory role to a national counterpart in her/his area of expertise.

The Senior Electoral Officer reports to either a Principal Electoral Officer, the Head of Mission, Special Representative of the Secretary-General or the designee, or to the Chief Technical Adviser of the UNDP or UNOPS project or UNDP Resident Representative or the UNDP or UNOPS Country Director or Deputy Country Director or Programme or Project Manager.

Responsibilities:

The Senior Electoral Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Senior Electoral Officers.)*

- Design, lead, supervise, coordinate and contribute to the implementation of electoral assistance programs and processes in the following areas, as required: legal drafting and reform, complaints and dispute resolution, overall process management, planning and budgeting, infrastructure development, operations including field operations, procurement, logistics, security, information and communications technology, data processing and analysis, procedures, training, external relations, public information, outreach and media relations, civic and voter education, graphic design, administrative support, support to media, political parties and civil society, gender mainstreaming, capacity-building, and institutional reform and development;
- Lead, coordinate and supervise the provision of support, technical assistance and advice to national counterparts and their institutions in the above areas and provide high-level assistance and advice as required.
- Provide project and programme management and support, including budget management and monitoring, and reporting of results to national counterparts, donors and UN bodies; overall donor liaison and management.
- Design, lead, coordinate, supervise and contribute to the implementation of strategies and programmes to build the capacity of national counterparts and strengthen national institutions.
- Monitor the impact of domestic and international norms and processes on female participation and provide advice to the Electoral Management Bodies on appropriate corrective measures.
- If required, offer electoral advice to UN senior management on the ground.
- Supervise and manage the performance of UN national and international staff under the project.
- Establish and maintain professional and productive partnerships with national counterpart institutions and other key stakeholders in the electoral process.
- Establish effective communication mechanisms, regularly brief senior UN officials, partners, donors, counterparts as well as other key stakeholders on the electoral process and provide regular reports, including to the head of the UN/mission as well as senior officials in UN headquarters.
- Perform other related duties as required.

Work implies frequent interaction with the following:

Senior UN officials including Special Envoys of the Secretary-General, Resident Coordinators, Resident Representatives, their deputies and Country Directors; managers and staff of the mission and the Department of Peacekeeping Operations, Department of Political Affairs and/or Department of Field Support, UNDP and/or UNOPS; managers and senior staff of the mission or country office; senior staff of specialized agencies, senior representatives of international and regional organizations and governments; heads and senior staff of electoral management bodies and other national institutions involved in the electoral process; heads and senior staff of political parties, non-governmental organizations, academic institutions, institutes and foundations as well as media representatives, if authorized by the supervisor or if the function is media relations officer.

Results Expected:

- The support of the United Nations in the area of responsibility contributes to credible and inclusive elections, minimizing violence and maximizing the chances of legitimate government, peace and stability.
- The United Nations mandated support in the area of responsibility is implemented effectively, using resources efficiently and minimizing risks to the organization.
- The supervisor has access to accurate and timely information as well as advice on the electoral process and its implications.

Core Competencies:

- **Professionalism:** Demonstrates professional competence and mastery of subject matter, notably in-depth understanding of and ability to evaluate electoral processes, knowledge of all aspects of electoral processes and their technical and political implications; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing; shows pride in work and in achievements; 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Managerial Competencies:

- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
- **Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.
- **Empowering Others:** Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.
- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
- **Building Trust:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in political science international economics, international relations, law, public administration, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience: A minimum of ten years of progressively responsible experience in elections and related areas in at least 3 countries. At least five years of experience in supervising, implementing, supporting or advising on electoral processes is required. United Nations electoral experience in a peacekeeping operation, political mission and/or a UN agency or other relevant international electoral experience is required. Experience in developing countries is required, and experience in post-conflict situations is desirable. Previous experience of managing a team of different backgrounds at the senior level and the ability to manage and coordinate complex projects are desirable. Experience in bilateral or multilateral negotiations is desirable.

Language: Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement.

Other: *Information regarding living conditions, health, nursery and school facilities will be provided for country specific openings.*

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

Annex 09: Generic Job Profile - Principal Electoral Officer (P6/D1)

Generic Job Profile – Principal Electoral Officer – P6/D1

Organizational Setting and Reporting Relationships:

These positions are located in the field in peace operations, special political missions, UNDP and UNOPS electoral projects in mission settings, or other UN entities providing electoral assistance. The Principal Electoral Officer heads a section or project and will normally be the senior-most electoral officer of the mission or project, for example in the role of Chief Technical Advisor. The Principal Electoral Officer reports to the Head of Mission, Special Representative of the Secretary-General, the Deputy Special Representative of the Secretary-General or the designee, the Resident Coordinator, the UNDP Resident Representative/Country Director or the UNOPS Country Director.

Responsibilities:

Within delegated authority, the Principal Electoral Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Principal Electoral Officers.)*

- Design, lead, supervise, coordinate and contribute to the implementation of electoral programs and processes in the following areas, as required: legal drafting and reform, complaints and dispute resolution, overall process management, planning and budgeting, infrastructure development, operations including field operations, procurement, logistics, security, information and communications technology, data processing and analysis, procedures, training, external relations, public information, outreach and media relations, civic and voter education, graphic design, administrative support, support to media, political parties and civil society, gender mainstreaming, capacity-building, institutional reform and development as well as project and programme management and support.
- Lead, coordinate and supervise the provision of support, technical assistance and advice to national counterparts and their institutions in the above areas and provide high-level assistance and advice as required.
- Provide project and programme management and support, including budget management and monitoring, and reporting of results to national counterparts, donors and UN bodies;
- Monitor the impact of domestic and international norms and processes on female participation and provide advice to the Electoral Management Bodies on appropriate corrective measures.
- Provide overall donor liaison and management
- Provide expert electoral/political advice to Head of the UN presence on the ground, and also to the international community and UNHQ as required/appropriate.
- Design, lead, coordinate, supervise and contribute to the implementation of strategies and programmes to build the capacity of national counterparts and strengthen national institutions.
- Supervise and manage the performance of national and international staff.
- Establish and maintain professional and productive partnerships with national counterpart institutions and other key stakeholders in the electoral process.
- Establish effective communication mechanisms, regularly brief senior UN officials, partners, donors, counterparts as well as other key stakeholders on the electoral process and provide regular reports, including to the head of the UN/mission as well as senior officials in UN headquarters.
- Perform other related duties as required.

Work implies frequent interaction with the following:

Senior UN Officials including Under-Secretary-General/Assistant Secretary-General, Special

Representatives and Envoys of the Secretary-General and Resident Coordinators; managers and staff of the mission and the Department of Peacekeeping Operations, the Department of Political Affairs and/or the Department of Field Support, UNDP and/or UNOPS; managers and senior staff of the mission or country office; senior staff of specialized agencies, senior representatives of international and regional organizations and governments; heads and senior staff of electoral management bodies and other national institutions involved in the electoral process; heads and senior staff of political parties, non-governmental organizations, academic institutions, institutes and foundations as well as media representatives.

Results Expected:

- The support of the United Nations to the electoral process contributes to credible and inclusive elections, minimizing violence and maximizing the chances of legitimate government, peace and stability.
- The United Nations mandated support to the electoral process is implemented effectively, using resources efficiently and minimizing risks to the organization.
- The United Nations have access to accurate and timely information as well as authoritative advice on the electoral process and its implications

Core Competencies:

- **Professionalism:** Demonstrates professional competence and mastery of subject matter, notably in-depth understanding of and ability to evaluate electoral processes, knowledge of all aspects of electoral processes and their technical and political implications; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing; shows pride in work and in achievements; 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Managerial Competencies:

- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
- **Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.
- **Empowering Others:** Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.
- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
- **Building Trust:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in political science international economics, international relations, law, public administration, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience: A minimum of fifteen years of progressively responsible experience in elections and related areas in at least 3 countries. At least seven years of experience in supervising, implementing, supporting or advising on electoral processes is required, United Nations electoral experience in a peacekeeping operation, political mission and/or a UN agency, or other relevant international electoral experience is required. Experience in developing countries is required, and experience in post-conflict situations is desirable. Previous experience in managing a large team of different backgrounds at the senior level and the ability to manage and coordinate complex projects are required. Experience in bilateral or multilateral negotiations is required.

Language: Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement.

Other: *Information regarding living conditions, health, nursery and school facilities will be provided for country specific openings.*

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

Annex 10a: Process diagram for filling a post through “recruit from roster”

CREATING A RECRUIT FROM ROSTER JOB OPENING IN INSPIRA



ToRs must be based on the approved Generic Job Profiles (consult Roster Team for templates), with additional requirements indicating the specialization related to the post.

Normally someone in the electoral component of the mission should be the hiring manager. If the electoral component is not yet set up, or in surge situations, the EAD Director and Roster Team may be listed as hiring manager.

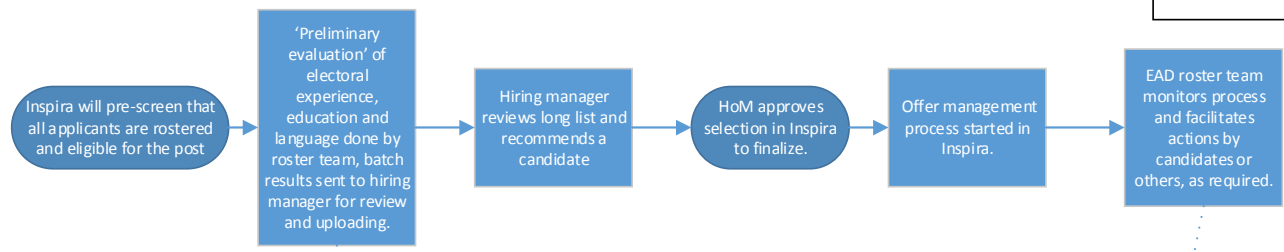
If it has been decided that the EAD Director and Roster Team will be the hiring manager, then they build the JO and the OGM is added as an Interested Party.

Electoral positions are typically advertised for 7 days with the agreement of FPD.

LEGEND

- Indicates start or end of a particular process
- Indicates a step in the process
- Decision point
- Green colour indicates substantive lead, i.e. desk officer and mission
- Blue colour indicates HR lead, i.e. Roster Team and or the mission

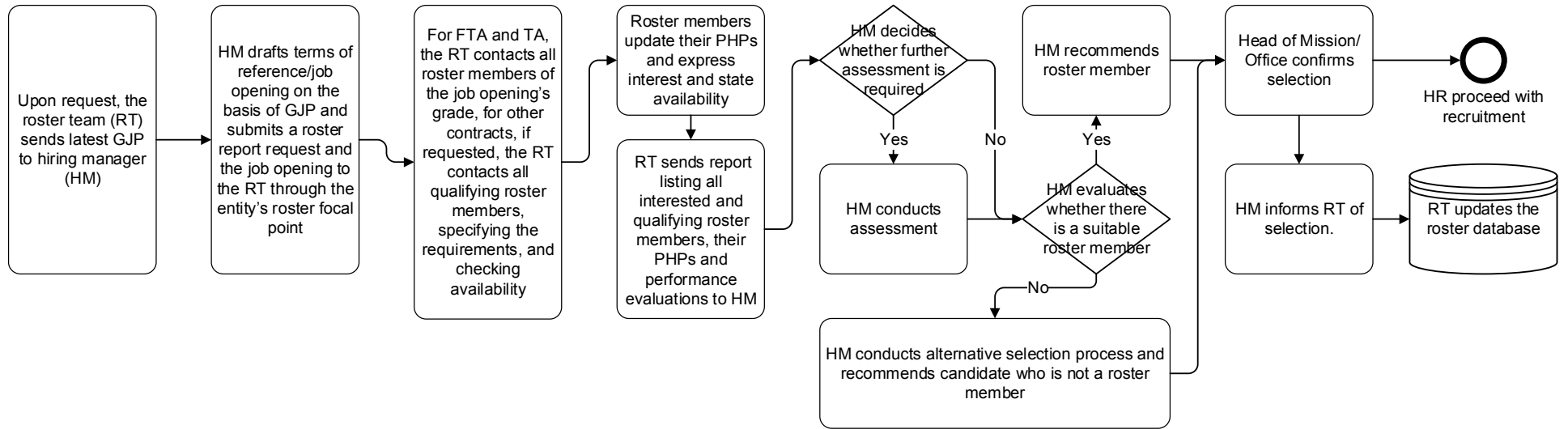
FINALIZING A RECRUIT FROM ROSTER SELECTION IN INSPIRA



Assessment of candidates can begin as applications are received, i.e. before the vacancy closes

EAD Roster Team may be given a role by the recruiting mission to help facilitate conclusion of offer management more quickly.

Annex 10b: Process diagram for filling a post through “select from single roster”



Annex 11: Sample of roster report request form

United Nations Single Electoral Roster

Part 1: General Information

1. I, [FIRST NAME], [SURNAME], [POSITION], [PROJECT/DEPARTMENT/SECTION], [MISSION/COUNTRY OFFICE], [ORGANIZATION], [EMAIL], [PHONE], hereby request a roster report with the names and other relevant information of all the roster members who meet the criteria specified below for the position described in point 3 below, which is vacant or will become vacant in the near future. The United Nations Single Electoral Roster team may verify with my entity's Single Electoral Roster Focal Point whether I am authorized to request this roster report.
2. This is a re-submission for a position for which a roster report was already requested. The number of the last roster request for this position is [REQUEST NUMBER].
 This is the first roster request for this position.
3. The position concerned is [POST TITLE], [POST NUMBER], [LEVEL] [CONTRACT TYPE] in [DUTY STATION] with [PROJECT/DEPARTMENT/SECTION], [MISSION/COUNTRY OFFICE], [ORGANIZATION] for [DURATION] from [START DATE], which is
 expected to be advertised [AD START DATE] to [AD END DATE] at [AD URL]; or
 not expected to be advertised at this stage.
4. I have filled out the three parts of this request and attached the job opening, job description or terms of reference for the position. If this is an FTA position, the job description was drafted by adapting the latest General Job Profile for the grade concerned to the specific needs of the position.
5. In addition to the roster report, I would like to receive the following information for qualifying roster members
 PHP/P11, Performance evaluations, Skill forms.
6. This is a non-FTA positions and
 I would like the roster team to contact eligible roster members and ask them to update their PHPs and confirm their availability and interest; or
 I don't want the roster team to contact roster members.
 This is an FTA position and the roster team will contact all roster members of the corresponding grade and ask them to update their PHPs and confirm their availability for and interest in the position.
7. I am aware that the roster report serves to bring qualified candidates to the attention of hiring managers but that the selection is the exclusive responsibility of my organization. As hiring manager, I may conduct any additional assessment and reference check of roster members I deem necessary. If I find a roster member suitable for a TA or FTA contract, my organization can recruit the roster member without further assessments or compliance review. For consultants, the procedures of my organization may require additional submissions from the roster member.
8. I will inform my entity's roster focal point and the Roster Coordinator of the candidate selected, regardless of whether the candidate is a roster member or not. If a roster member is selected and accepts an offer, I will inform my entity's roster focal point and the Roster Coordinator of this fact as well.
9. Submitted by [FIRST NAME] [SURNAME] on [DATE]

Part 2: Required criteria

10. Roster members who do not meet all of the minimum requirements below will not appear in the roster report.

11. Types of work experience:

Only list roster members with

- a. A minimum of [N] months of working experience in any of the selected fields of work [FIELDS OF WORK], and
- b. A minimum of [N] months of working experience in any of the selected areas of specialty [AREAS OF SPECIALTY], and
- c. A minimum of [N] months of working experience at the selected [GRADE] or higher, and
- d. A minimum of [N] months of working experience in any of the selected fields of work [FIELDS OF WORK] while working in any of the selected areas of specialty [AREAS OF SPECIALTY] at the selected grade [GRADE] or above. For point d, only work experience that combines all three criteria will be counted towards the minimum.

12. Language proficiency:

Only list roster members with the minimum levels of proficiency indicated in the selected languages.

- a. Proficiency is required in [BOTH/ONE] of the languages.
- b. For [LANGUAGE], a minimum proficiency of [PROFICIENCY] in speaking and [PROFICIENCY] in reading and [PROFICIENCY] in writing and [PROFICIENCY] in understanding.
- c. For [LANGUAGE], a minimum proficiency of [PROFICIENCY] in speaking and [PROFICIENCY] in reading and [PROFICIENCY] in writing and [PROFICIENCY] in understanding.

13. Sub-specialties:

Only list roster members who claim to have the minimum levels of proficiency indicated for the selected sub-specialties.

- a. At least [PROFICIENCY] in [SUB-SPECIALTY]; and
- b. At least [PROFICIENCY] in [SUB-SPECIALTY]; and
- c. At least [PROFICIENCY] in [SUB-SPECIALTY]; and
- d. At least [PROFICIENCY] in [SUB-SPECIALTY]; and
- e. At least [PROFICIENCY] in [SUB-SPECIALTY].

The roster report will list all roster members who claim the level of proficiency or higher and it will show for which roster members the level of proficiency was validated by past supervisors.

14. Phases:

Only list roster members who stated that they worked on all of the selected [PHASES] of the electoral process.

Part 3: Desired criteria

15. To the extent available, the roster report will include information on the following criteria to assist the hiring manager in recommending a candidate. Roster members who do not fulfil these criteria will still be listed in the roster report.
16. Work experience: Provide information on:
 - a. The number of months of working experience in [FIELD OF WORK],
 - b. The number of months of working experience in [FIELD OF WORK],
 - c. The number of months of working experience in [AREA OF SPECIALTY],
 - d. The number of months of working experience in [AREA OF SPECIALTY],
 - e. The number of months of working experience in [AREA OF SPECIALTY],
 - f. The number of months of working experience at [GRADE] or higher,
 - g. The number of months of working experience in any of the selected fields of work [FIELDS OF WORK] while working in any of the selected areas of specialty [AREAS OF SPECIALTY] at the selected grade [GRADE] or above. For point g, only work experience that combines all three criteria will be counted.
17. Language proficiency: Show the levels of proficiency in the following languages:
 - a. [LANGUAGE]
 - b. [LANGUAGE]
 - c. [LANGUAGE]
 - d. [LANGUAGE]
18. Sub-specialties: Show the levels of proficiency claimed and supervisor validations for the following sub-specialties:
 - a. [SUB-SPECIALTY]
 - b. [SUB-SPECIALTY]
 - c. [SUB-SPECIALTY]
 - d. [SUB-SPECIALTY]
 - e. [SUB-SPECIALTY]
 - f. [SUB-SPECIALTY]
 - g. [SUB-SPECIALTY]
 - h. [SUB-SPECIALTY]
 - i. [SUB-SPECIALTY]
 - j. [SUB-SPECIALTY]
19. Phases: Show whether roster members claimed to have worked on the following phases of the electoral process;
 - a. [PHASE]
 - b. [PHASE]
 - c. [PHASE]
 - d. [PHASE]
20. Country and regional experience: Show the number of months the roster member worked in the following countries or regions:
 - a. [COUNTRY]
 - b. [COUNTRY]
 - c. [COUNTRY]
 - d. [REGION]
 - e. [REGION]
21. Enter any comments or additional clarifications for the Single Electoral Roster Team: [].

End of Roster Report Request Form

Annex 12: Sample of roster report

Annex 12a: Report Request Data

Line	Item	Data Entered
1	Request Number	
2	Request Date	
3	Resubmission of Request Number	
4	Requester First Name	
5	Requester Surname	
6	Requester Position	
7	Requester Department/Project/Section	
8	Requester Country Office/Mission	
9	Requester Organization	
10	Requester Email	
11	Requester Phone	
12	Position Title	
13	Position Number	
14	Position Contract Type	
15	Position Level	
16	Position Duty Station	
17	Position Department/Project/Section	
18	Position Country Office/Mission	
19	Position Organization	
20	Position Duration	
21	Position Start Date	
22	Position Advertisement Start Date	
23	Position Advertisement End Date	
24	Position Advertisement URL	
25	Send PHP	
26	Send Performance Evaluations	
27	Send Skill Forms	
28	Contact Roster Members	
29	Comments	

Annex 12b: Statistical Summary

Line	Category	Total	Female	Male
1	Number of members in roster			
2	Number of roster members in relevant pool			
3	Number of roster members whose roster profile meets the required criteria			
4	Number of roster members whose roster profile meets the required criteria and who confirmed eligibility, availability and interest			
5	Number of roster members in the relevant pool whose roster profile does not meet the required criteria but who confirmed eligibility, availability and interest			

Annex 12c: Roster Report

Table attached.