

**GENERIC JOB PROFILE**  
**Field Office Civic Education Officer**  
**Team Assistant**

**Organizational Setting and Reporting Relationships:** These positions are located in units across the Organization. The incumbent reports to one or more officers.

Matadi (1)	Bunia (1)	Kalemie (1)	Beni (1)
Mbuji Mayi (2)	Kananga (2)	Kindu (1)	Kinshasa (1)
Lubumbashi (2)	Dungu (1)	Bukavu (1)	Mbandaka (1)
Kisangani (1)	Kwilu (2)	Goma (1)	Gemena (1)
Kamina (1)	Gbadolité (1)		

**Responsibilities:** Within limits of delegated authority and depending on location, the Field Office Civic Education Officer at this level may be responsible for the following duties:

- Advice the local branch of the electoral commission on the development and implementation of sensitization and civic and electoral education activities.
- Support in the development and implementation of civic and electoral education monitoring and implementation tools.
- Advice and support the electoral commission local branch in building partnership with Civil Society Organization (CSO) for civic and electoral education activities implementation.
- Advice and support the electoral commission local branch in taking into account the Gender perspective in the civic and electoral education activities.
- Advice the local branch of the electoral commission on the planning and implementation of the electoral staff cascade training.
- Researches, compiles and organizes information and reference materials on training / civic and electoral education from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports on civic and electoral education and training
- Support secretarial, administrative and logistics for field office meetings
- Maintains files (both paper and electronic) and databases for field office civic and electoral education and Training supports.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Performs other duties as assigned.

**Results Expected:** Effectively delivers of a wide range of civic and electoral education and training support functions under moderate supervision. Regularly assists in drafting routine civic/training correspondence and other communications. Accurately and in a timely manner, produces a range of documents, reports and other outputs. Appropriately applies relevant policies, guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

**Competencies:**

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates

professional competence and mastery of subject matter; 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 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.

### **Qualifications:**

Education: High school diploma or equivalent, or technical or vocational qualification in relevant field is required.

Experience: At least five (5) years of experience in the field of civic education and training support is required. Previous experience in electoral education / sensitization and / or electoral training implementation and good computer skills are desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French is required. Knowledge of English is an advantage.