

Vacancy Announcement

Job Title:	Public Outreach & Communication Adviser
Number of Vacancies:	1 Vacancy
Nationality:	Somali
Employer:	National Independent Electoral Commission (NIEC)
Deadline for applications:	15/02/2018

About the National Independent Electoral Commission (NIEC)

The National Independent Electoral Commission is responsible for the entire electoral process in Somalia. From the preparation of the elections, registration and management of political parties, and the delimitation of polling stations, as well as other electoral matters.

Job Description

Under the supervision of the Chair and the Deputy Chair of Somalia's National Independent Elections Commission (NIEC), the advisor will advise on and execute public outreach and communication activities of the NIEC in support of the country's evolving electoral program.

The NIEC strongly encourages women to apply.

The Public Outreach & Communication Advisor will deliver results in the following areas:

- Support the NIEC to identify priority objectives and develop its public outreach strategies and campaigns to underscore the importance of broader democratic participation and inclusivity in electoral initiatives;
- Support the NIEC and relevant stakeholders to identify target audiences including women/women organizations and plan outreach activities through traditional national and regional mass media outlets (radio, television, print);
- Support the NIEC to develop targeted public outreach strategies and materials to communicate messages especially to women, as well as to marginalized and rural communities that may have special information needs;
- Contribute to outreach reporting and progress updates, and document capacity building support;
- Organize and conduct training on public outreach methodologies as required.
- Consult with relevant stakeholders including women to assess needs for training and capacity building to carry out outreach activities; Communicate and coordinate with other federal state and regional ministries and public institutions (i.e. Parliament, MOIFA, Ministry of Justice, Ministry of Information, ministry of women etc.) on public outreach activities to disseminate information on national and regional electoral initiatives; Also coordinate with other stakeholders to ensure coordinated messages and activities.

- Identify Commission's communication and awareness needs to ensure prevention of uncertainty and ambiguity on its role, responsibility and neutrality.
- Plan, craft and communicate the Commission's messages to the public and other stakeholders and ensure overall continuity of institutional brand consistency and image.
- Support the Commission's staff in developing and maintaining strategic relations and partnerships with the media, government bodies, Constitutional Commissions, Non-governmental actors and donors.
- In cooperation with the Commission's Communications and Corporate Affairs department provide support in the development of an overall Information and Communication Strategy. The Strategy should include an overview of the NIEC's crucial communications goals, impact objective(s), target audiences, communication components to be addressed, action plan (targets to be achieved, activities and their timeframe, ways and methodologies to be used), monitoring and evaluation indicators, risks and recommendations. Support the Commission to write stories, Opinion pieces, press releases and news about its most important achievements to be placed in the national and international media as well as in the local and regional websites.
- Promote the Commission's work in the media by organizing and facilitating interviews with the Chairperson, Commissioners and any person authorized to do so in writing by the Commission Chairperson.
- Ensure and maintain the cooperation and communication with mass-media and other organizations. Participate in communication meetings related to the NIEC activities; also, elaborate and submit regular reports at the agreed periodicity and reporting format. Provide support on other related issues

Qualifications and skills required

- Master's degree in Communications, Journalism, International affairs, Public Policy or in related area.
- Minimum of 10 years of experience is desirable in designing and implementing public outreach, providing Communications advise at board level, working with civil society and media houses.
- Excellent knowledge of English and Somali languages.
- Knowledge of media, social media and public outreach sectors.
- Computer literacy and ability to effectively use office technology equipment, IT tools
- Experience in developing a broad range of public outreach materials, including websites, radio and television announcements.
- Ability to plan and execute a deliberate and sustained communication strategy.
- Extensive networks in in Government, NGOs and private sector.
- Excellent writing skills.

How to Apply:

Qualified candidates may submit their applications hr@niec.org.so and cc niec.som@gmail.com

Vacancy Announcement

Job Title:	Legal Adviser
Number of Vacancies:	1 Vacancy
Nationality:	Somali
Employer:	National Independent Electoral Commission (NIEC)
Deadline for applications:	15/02/2018

About the National Independent Electoral Commission (NIEC)

The National Independent Electoral Commission is responsible for the entire electoral process in Somalia. From the preparation of the elections, registration and management of political parties, and the delimitation of polling stations, as well as other electoral matters.

Job Description

Under the supervision of the Chair and the Deputy Chair of Somalia's National Independent Elections Commission (NIEC), the advisor will assist the NIEC in legal matters and activities. The NIEC strongly encourages women to apply.

The Legal Advisor will deliver results in the following areas:

- Support to the NIEC on providing legal input on the development or amendment of the electoral legal framework in Somalia; in particular, but not limited: The Constitution, the Electoral Law, the Political Parties Law, the Citizenship Law and other related bills.
- Provide legal assistance as required during the upcoming electoral processes, in particular providing legal analysis to the National Consultative Process and the 2016 electoral process.
- Establish, based on needs assessment and requests, a calendar of briefings on legal matters to stakeholders of the electoral process
- Advise the NIEC on potential inconsistencies / contradictions in the legal framework between the various legal texts organizing the electoral process
- Assist the NIEC in developing the internal regulations, procedures and codes of conduct for electoral processes;
- Ensure gender elements are incorporated in legal analyses and internal electoral regulations, procedures and codes of conduct to enhance women's participation in electoral processes;
- Act as liaison between NIEC and MOIFA to contribute to the preparation of manual of procedures and related training materials by NIEC to be used for the preparation of NIEC staff, polling staff, Government officials, civil society members and other stakeholders;
- Assist the NIEC in liaison and coordination on electoral matters with stakeholders to avoid overlapping and ensure consistency in technical assistance provided to different entities on

- legal frameworks;
- Draft reports, notes, manuals, training materials, and forms as they relate to legal issues;
 - Perform other tasks and duties as requested by the supervisor.
 - Establish protocols and filing systems for legal documents and official correspondence.

Qualifications and skills required

- Master's degree in international law or equivalent field.
- Minimum of 10 years of experience in electoral field and advising independent organizations.
- Ability to effectively design and implement legal capacity build program for national electoral institutions.
- Knowledge of Somali law and acts.
- Strong knowledge of practices relating to electoral processes.
- Experience in the design, development and implementation of electoral dispute mechanisms.
- Demonstrates capacity to plan, prioritize and deliver tasks on time to meet goals in a highly pressured environment and to support other colleagues in achieving similar goals.
- Resourcefulness, initiative and maturity of judgement.

How to Apply:

Qualified candidates may submit their applications hr@niec.org.so and cc niec.som@gmail.com

Vacancy Announcement

Job Title:	Legal Officer
Number of Vacancies:	2 Vacancy
Nationality:	Somali
Employer:	National Independent Electoral Commission (NIEC)
Deadline for applications:	15/02/2018

INTRODUCTION:

The Provisional Constitution of the Federal Republic of Somalia adopted in August 2012, provides for the National Independent Electoral Commission (NIEC) established in July 2015, with the conduct of presidential elections, federal parliamentary elections, voter registration and update of the voter's roll, candidate registration, delimitation of constituencies and wards, regulation of political party system, regulation of money spent by elected candidates or parties in respect of any elections, settlement of electoral disputes, facilitation of observation and evaluation of elections, development of an electoral code of conduct for candidates and parties and voter education.

KEY OUTPUTS:

- Timely and accurate legal advice.
- Properly authenticated all legal documents.
- To review and recommend for amendment policy on elections.

RANGE OF ACTIVITIES:

- Provides legal advice to the Commission & Secretaries of the National Independent Electoral Commission (including overseas missions).
- Review relevant background materials, including laws, regulations, previous assessment reports, project documents and evaluation, practice and strategy notes on elections administration, previous training programs, and materials on elections in Somalia.
- Represents the NIEC on Committees, Boards etc.
- Works with Ministry of Interior for drafting the Electoral law.
- Authenticates documents to be tendered in Foreign Jurisdictions.
- Coordinate with various stakeholders on policy matters regarding the National Independent Electoral Commission.
- Monitoring and reporting the development of all legal and procedural aspects of the electoral process to the Commission.
- Peruses and examines contracts to ensure their legality.
- Review and advise on official papers received from the Parliament, President's Office, Prime Minister's Office, Ministry Offices, all other Somali Government Office, International Community, etc.
- Ensuring operational (including training) considerations are reflected in the legal, regulatory and procedural framework of the electoral process;

- Review and revise all the NIEC's Code of Conduct, Policies and Procedures in consultation with the relevant department including the drafting of new policies and procedures as may be identified during consultations.
- Prepare an analytical report including recommendations for the Commission about the elections related legal framework.
- Providing advice and guidance to the National Independent Electoral Commission in respect to all relevant aspects of the electoral law, regulations and procedures for electoral exercise, including relevant codes of conducts.
- Undertake research, where needed, as part of the drafting duties.
- Any other duties that may be assigned by the Commission and Secretary General.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The incumbent must be an Attorney-at-law OR A Legal Practitioner with (1 - 2) years post-administration experience.
- Experience in legal drafting, particularly in legislation, policies, guidelines, contracts etc.
- Good oral and written communication skills. Should be fluent in Somali and English.
- Computer proficiency, including knowledge of database issues and of MS Office products (Word, Excel, PowerPoint).
- Excellent organizational skills and ability to work effectively in teams, delivering through and with others.
- Excellent negotiation and representational skills.
- Proven integrity and confidentiality in handling public resources and in executing duties.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

Decision making and problem solving are normally based on judicial precedents and guidelines provided by Legal Adviser. If faced with any difficult legal problems, the incumbent can solicit assistance from the Commission, Secretary General or other professional colleagues.

RESOURCE MANAGEMENT:

The incumbent does not supervise any subordinate staff nor is he/she responsible for any cash or expensive equipment.

Apart from all levels of staff in National Independent Electoral Commission, the job holder communicates with all other stakeholders.

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