

Job Description
CHIEF REFERENDUM OPERATIONS OFFICER
SOUTHERN SUDAN REFERENDUM COMMISSION

Overview: The Chief Referendum Operations Officer is responsible for the supervision of voter registration, polling, sorting, counting, aggregation and local declaration of results (*Article 18 of the SSR Act*) and the coordination between the SSRB and State High Committees (SHC) in Southern Sudan.

Appointment: The Chief Referendum Operations Officer is nominated by the SSRC Vice Chairperson and appointed by the Commission.

Reporting: The Chief Referendum Operations Officer reports to the Commission through the SSRC Vice Chairperson.

Location: The Chief Referendum Operations Officer is based in Juba.

Answerable to the Southern Sudan Referendum Commission through its Vice Chairperson, the Chief Referendum Operations Officer will:

1. Develop and implement, in conjunction with the Deputy Chief Referendum Operations Officer, electoral operational plans that meet international standards, including but not limited to:
 - a. Staffing Plan;
 - b. Procurement Plan;
 - c. IT Plan;
 - d. Referendum Master Plan;
 - e. Operations Support Plan, including Movement Plan and Communications Plan;
 - f. Training Plan for the officials and the staff; and
 - g. Any other operational arrangements necessary for the timely and credible organization of the referendum.

2. Submit to the Commission all regulations for the referendum, including all requirements and procedures for:
 - a. Voter Registration;
 - b. Preparation and adoption of referendum register;
 - c. Referendum campaign, including equal access to the media by advocates of the two options and campaign rules;
 - d. Polling and Counting Procedures;
 - e. Tabulation and announcement of results;
 - f. Appeals and Complaints Procedures;
 - g. Code of Conduct for the political parties and advocates of the two options;
 - h. Code of Conduct for Referendum Officials;
 - i. Standards of Practice for the media;
 - j. Code of Conduct and accreditation of observers;
 - k. Safety and security of the referendum materials and equipment; and

1. Any other matter that requires a regulation.
3. Develop, in conjunction with the Deputy Chief Referendum Operations Officer and the relevant security forces, a security plan for the referendum and advise the Commission and the Bureau on security issues and the implementation of the SSRC security plan;
4. Supervise the work of the State High Committee and the Sub-Committees ensuring that they carry out all directives from SSRC & SSRB in a timely manner.
5. Work with the Deputy Chief Referendum Operations Officer to ensure that referendum activities in Northern Sudan and out of country voting locations adhere to the procedures and calendars established by the Commission.
6. Ensure effective communications between the SSRC and SSRB, State High Committees, and Sub-Committees
7. Coordinate and supervise the work of the following sections in Juba:
 - a. [Planning]
 - b. Logistics (including Transport, Supply, Warehouse),
 - c. Procedures and Training,
 - d. IT, and
 - e. Field Coordination.
8. Provide periodic status reports to the Commission on the preparation and implementation of all operational plans, incorporating inputs from the Deputy Chief Referendum Operations Officer on referendum activities in Northern Sudan and other locations.
9. Perform other tasks as assigned by the Commission through its Vice Chairperson.

Qualifications:

- Master Degree in management, administration, electoral policy or any related field with minimum 10 years of relevant experience and progressively responsible professional experience or degree in management, administration, electoral policy or any related field with minimum 15 years of relevant experience and progressively responsible professional experience;
- Proven skills in logistics and operations;
- Proven leadership ability and supervisory skills;
- Must be able to work effectively in a politically sensitive environment and exercise discretion and neutrality;
- Proven ability to plan and ensure targets are met;
- Experience and ability to work under pressure and within limited timeframes;
- Excellent written and spoken Arabic and English.