

Job Description
DEPUTY CHIEF REFERENDUM OPERATIONS OFFICER
SOUTHERN SUDAN REFERENDUM COMMISSION

Overview: The Deputy Chief Referendum Operations Officer is responsible for the supervision of voter registration, polling, sorting, counting, aggregation and local declaration of results in Northern Sudan and other locations under the general authority of the Chief Referendum Operations Officer and for the coordination between the SSRC and Referendum Centres in Northern Sudan and other locations.

Appointment: The Deputy Chief Referendum Operations Officer is nominated and appointed by the Commission.

Reporting: The Deputy Chief Referendum Operations Officer reports to the Chief Referendum Operations Officer.

Location: The Deputy Chief Referendum Operations Officer is based in Khartoum.

Answerable to the Chief Referendum Operations Officer, the Deputy Chief Referendum Operations Officer will:

1. Work with the Chief Referendum Operations Officer to develop 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. Develop, in conjunction with the Chief Referendum Operations Officer and the relevant security forces, a security plan for the referendum in Northern Sudan and other locations and formulate recommendations to the Chief Referendum Operations Officer on security issues and the implementation of the SSRC security plan in Northern Sudan and other locations;
3. Supervise the work of Referendum Centres in Northern Sudan and other locations to ensure that they communicate with and carry out all directives from the SSRC in a timely manner.

4. Work with the Chief Referendum Operations Officer to ensure that referendum activities in Northern Sudan and other locations adhere to the procedures and calendars established by the Commission.
5. Coordinate and supervise the work of the following sections in Khartoum:
 - a. [Planning]
 - b. Logistics (including Transport, Supply, Warehouse),
 - c. Procedures and Training,
 - d. IT, and
 - e. Field Coordination.
6. Provide periodic status reports to the Chief Referendum Operations Officer on the preparation and implementation of all operational plans in Northern Sudan and other locations.
7. Perform other tasks as assigned by the Chief Referendum Operations Officer.

Qualifications:

- Master Degree in management, administration, electoral policy or any related field with minimum 8 years of relevant experience and progressively responsible professional experience or degree in management, administration, electoral policy or any related field with minimum 12 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.