

Terms of Reference

SENIOR ASSISTANT TO THE VOTER REGISTRATION ANALYST

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

Under the supervision of the Voter Registration Analyst, the Senior Assistant to the Voter Registration Analyst assists the Voter Registration Analyst and reports directly to her/him.

Main Tasks and Responsibilities:

- Acquires knowledge related to the electoral process and policies and practices related to voter registration in the country;
- Establishes and maintains contacts and organizes various meetings with senior officials from national institutions, potentially including national election authorities, relevant ministries, leaders and representatives of political parties, election and technology experts, think tanks, representatives of media and civil society, and other organizations relevant to the election process and policies and practices related to voter registration;
- Interprets meetings to/from English from/to local language(s);
- Translates and drafts analysis of documents, including decisions and regulations by national authorities related to voter registration;
- Drafts non-substantive correspondence and ensures follow up;
- Keeps lists of names, addresses and phone numbers of interlocutors;
- Drafts minutes of meetings and prepares presentations for briefings; and
- Undertakes research and other duties as required.

Requirements:

- Completion of secondary education. A degree in political science, social sciences, international relations or related field is an asset;
- Six years of relevant working experience. Experience in international organizations or national election administration is an asset;
- Proven analytical and research skills, preferably in election-related issues;
- Excellent written and oral communication skills in English and in local language(s) are essential. Translation/interpretation experience is an asset;
- Good computer skills;
- Tact, discretion, and diplomacy;
- Ability to work long hours and under pressure;
- Attention to detail;
- Ability and willingness to work as a member of a team; and
- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity;

Deliverables:

- Translations and interpretations;
- Draft minutes of meetings;
- Draft analysis of national authorities' decisions;
- Draft correspondence;
- Presentations and research; and
- Filing system.