



TERMS OF REFERENCE

Parliamentary Liaison Officer, Election Observation Mission (EOM)

Background

The 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.

Under the guidance of the Head of the ODIHR Election Observation Missions (EOM) and in close coordination with the Deputy Head, the Parliamentary Liaison Officer of the ODIHR Election Observation Mission serves as the principal liaison with parliamentary delegations observing the election within the ODIHR election observation framework.

Main tasks and responsibilities:

- Establish and maintain regular contacts with the secretariats of the respective parliamentary observer delegation
- Liaise with all parliamentary delegations to identify their needs and requirements for observation
- Liaise with Logistics Experts on all arrangements and preparations for all parliamentary delegations
- Liaise with Deputy Head of EOM and LTO Co-ordinator on the organization of briefing for parliamentary observers
- Co-ordinate with parliamentary delegations' staff arrangements for the delegations during their period of stay

Education and Experience:

- Advanced university degree in international relations, law, political science, social science, or a related field
- Minimum two years of relevant professional work experience at the national or international level with some experience in working with parliamentarians
- Excellent organizational and coordination skills
- Ability to work under pressure
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity
- Excellent written and oral communication skills in English.

Remuneration:

Remuneration will depend on qualifications and experience, and will be in accordance with established OSCE rates. Travel expenses will be covered in accordance with OSCE travel policy.