

**Recruitment of National Staff
for the OSCE/ODIHR Election Observation Mission to Georgia, 2012**

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in the OSCE participating States 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 it to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr

Following an official invitation from the authorities of Georgia, the OSCE/ODIHR is deploying an Election Observation Mission (EOM) for the upcoming parliamentary elections anticipated to take place in early October 2012. In this connection, the OSCE/ODIHR is currently recruiting national staff for the following position:

- EOM/GEO Senior Media Analyst Assistant – 1 position

Start date: 27 August 2012

Approximate duration of employment:

- six weeks

Location:

Tbilisi, Georgia

Under the supervision of the Media Analyst of the ODIHR Election Observation Mission (EOM), the Senior Media Analyst Assistant assists the analyst in performing his/her duties. S/he reports directly to the Media Analyst.

Tasks and responsibilities:

- Monitors and analyze programmes and articles related to elections on the national and regional levels;
- Provides the Media Analyst with a daily briefing on the conduct of the media in the election campaign;
- Provides information to the Media Analyst so that s/he acquires knowledge of the media laws, regulations, and the overall situation of mass media in the country;
- Establishes and maintain contacts with the main electronic and print media in the country throughout the electoral period;
- Prepares briefing materials on media issues, as requested by the Media Analyst;
- In co-ordination with the Media Analyst, prepare relevant information on the media-election situation, and any press reporting on the OSCE/ODIHR EOM;
- Prepares daily press digest on election and political issues, as requested by the Media Analyst;
- Assists the Media Analyst in organizing and conducting press conferences held by the OSCE/ODIHR EOM, as requested by the Media Analyst;
- Arranges high level meetings for the Media Analyst with public officials, journalists and media representatives and provide interpretation to/from English from/to local language;
- Translates newspaper articles and broadcast news items and programmes, as requested by the Media Analyst;
- Other duties as requested.

Education and Experience:

- Completed secondary education. A degree in journalism, political communication, political science, social sciences, or a related field is highly desirable;
- Six years of relevant experience. Experience in international organizations or non-governmental organizations is an asset;
- Tact, discretion and diplomacy;

- Ability to work long hours and under pressure;
- Demonstrated ability to work with people of different backgrounds, while maintaining impartiality and objectivity;
- Excellent written and oral communication skills in English;
- Knowledge of local language(s) is essential.

Deliverables:

- News summary;
- Written translation;
- Draft minutes of meetings;
- Research.

Remuneration:

Remuneration will depend on qualifications and experience, in accordance with established OSCE rates.

Application procedure:

Those interested in applying should forward recent curriculum vitae in English to: eomcontracting@odihr.pl. Please indicate the exact title of the position you are applying for in the e-mail subject line.

Application deadline: 24 August 2012, 12:00 CET