

Terms of Reference

EXECUTIVE ASSISTANT TO THE HEAD OF MISSION

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 and 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 Head of Mission (HoM), the Executive Assistant to the HoM assists the HoM and reports directly to him/her.

Main Tasks and Responsibilities:

- Arranges appointments and maintains HoM's calendar, receives high-ranking visitors, places and screens telephone calls and answers queries with discretion;
- Arranges various high-level meetings with senior officials from presidential administration, national election authorities, relevant ministries, leaders of political parties, representatives of the media, civil society and resident diplomatic community;
- Organizes in-country travels (transport, accommodation, programmes, etc) for the HoM;
- Co-ordinates the agenda of the HoM with his/her deputy;
- Interprets meetings to/from English from/to local language(s);
- Translates sensitive documents, correspondence, press articles from and to English;
- Drafts non-substantive correspondence and ensures follow up;
- Drafts and distributes invitations for briefings, meetings;
- Accompanies the HoM on trips to the regions when required;
- Keeps records of all in and out correspondence;
- Keeps lists of names, addresses and phone numbers of the HoM's interlocutors; and
- Performs 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, preferably as executive assistant, secretary, office manager. Experience in international organizations is an asset;
- 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, self-confidence and diplomacy;
- Ability to work long hours and under pressure;
- Attention to detail;
- Ability and willingness to work as a member of a team;
- Ability and willingness to deploy to the field, sometimes on short notice;
- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Deliverables:

- Daily schedule of HoM, including travel arrangements;
- Contact lists;
- Translations and interpretations;
- Draft correspondence; and
- Correspondence log.