

Terms of Reference

SENIOR LEGAL ANALYST ASSISTANT

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 Legal Analyst, the Senior Legal Analyst Assistant assists the Legal Analyst to perform his/her duties. S/he reports directly to the Legal Analyst.

Main Tasks and Responsibilities:

- Acquires knowledge of the judicial system;
- Establishes and maintains contacts with relevant courts, prosecutor office, national election authorities, relevant ministries, representatives of civil society;
- Drafts minutes of meetings and court hearings;
- Summarizes court cases, decisions and complaints used by the analysts;
- Drafts analysis of relevant texts as required;
- Arranges various meetings with relevant courts, prosecutor office, national election authorities, relevant ministries, representatives of civil society, as requested;
- Interprets meetings to/from English from/to local language(s);
- Attends and interprets court hearings for the Legal Analyst;
- Translates extracts of laws, court decisions, election authorities decisions, complaints, appeals into English;
- Keeps records of complaints and appeals;
- Prepares presentations for briefings, as requested;
- Undertakes research as instructed; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in law, political science or related field with some knowledge of electoral law in the country is an asset;
- Six years of relevant working experience. Experience in national election administration, international organizations or non-governmental organizations in the country is an asset;
- Proven analytical and legal research skills;
- Excellent written and oral communication skills in English and local languages are essential. Translation/interpretation experience is an asset;
- Good computer skills;
- Tact, discretion and diplomacy;
- Ability to work long hours and under pressure;
- 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 legal analysis and summaries;
- Research;
- Log of complaints and appeals; and
- Presentations.