

Terms of Reference

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

Main Tasks and Responsibilities:

- Monitors and analyses programmes and articles related to electronic and print media on the national and regional levels based on the training provided by the Media Analyst;
- Assesses and produces findings on time and space allocated to all election contestants as well as the time/space allocation given to all the relevant political entities and relevant election-related topics;
- Enters data related to electronic and print media monitoring as instructed by the Media Analyst;
- Provides the Media Analyst with daily briefing on the conduct of the media in the election campaign;
- Provides information to the Media Analyst so that he/she acquires knowledge of the media laws and regulations and the overall situation of mass media in the country;
- Establishes and maintains contact with the main electronic and print media in the country;
- Prepares briefing materials on media issues as requested by the Media Analyst;
- In coordination with the Media Analyst, prepares relevant information on the media-election situation, and any press reporting on the mission;
- 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 mission as requested by the Media Analyst;
- Arranges high level meetings for the Media Analyst with public officials, journalists and media representatives and provides interpretation;
- Translates newspaper articles and broadcast news items and programmes as requested;
- Coordinates the work of the media monitors as instructed (if applicable); and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in journalism, political communication, political science, social science, or related field 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 research skills, preferably in media monitoring;
- Tact, discretion and diplomacy;
- Ability to work long hours and under pressure;
- Good computer skills;
- Excellent written and oral communication skills in English and in local language(s) are essential. Translation/interpretation experience is an asset;
- 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:

- Media monitoring reports and data entry;
- Translations and interpretations;
- News summaries, daily press digests, press reports and media briefings;
- Minutes of meetings; and
- Research.