

Terms of Reference

SENIOR LONG-TERM OBSERVERS CO-ORDINATOR 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, 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. Further details of the organization can be found at www.osce.org/odihr.

Under the supervision of the Co-ordinator of Long-term Observers (LTOs), the Senior LTO Co-ordinator Assistant assists the LTO Co-ordinator to perform his/her duties. S/he reports directly to the LTO Co-ordinator.

Main Tasks and Responsibilities:

- Assists in organizing briefings, meetings and debriefings for LTOs;
- Under the supervision of the LTO Co-ordinator, prepares briefing materials for LTOs in a timely manner
- In co-ordination with the Operations Expert Assistant, ensures that meeting rooms are fully equipped for observers' meetings;
- Under the supervision of the LTO Co-ordinator, and if requested by him/her, responds to LTO inquiries and follows them up;
- Ensures the classification of all reports and documents coming from/going to LTOs;
- Accompanies the LTO Co-ordinator during possible trips in the regions;
- Attends the meetings the LTO Co-ordinator may have to attend with local stakeholders and ensures interpretation into English;
- Translates documents of a general nature into English when required; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in 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 is an asset;
- Excellent written and oral communication skills in English and in local language(s). 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;
- Ability and willingness to deploy to the field, sometimes on short notice; 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:

- Translation and interpretation;
- Briefing pack for LTOs;
- Meeting arrangements; and
- Draft correspondence and filing system.