

Terms of Reference

SECURITY EXPERT 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 Security Expert, the Security Expert Assistant assists the Security Expert to perform his/her duties. S/he reports directly to the Security Expert.

Main Tasks and Responsibilities:

- Performs a liaison function between the mission and the local law enforcement bodies at the working level (governmental officials at the Ministry of Interior (MOI), chiefs of police stations and traffic police etc, and their duty officers) when instructed by or under the supervision of the Security Expert;
- Serves as the focal point for security for all mission local staff at the HQ and in the field (assistants, interpreters and drivers);
- Takes care of registration of core staff members with the local authority (police, migration office, etc.) as requested by the law;
- Maintains working contacts with the MOI and local police country wide;
- Instructs support staff on all mission security procedures and supervises their compliance;
- Performs the role of the 24-hour Security Operations Desk Assistants, responding to emergency calls and receiving security check-in calls from the field during the short-term observers (STO) deployment (if applicable);
- Prepares, checks and maintains the user guides for the security-specific equipment (satellite phones, radio stations, etc.);
- Interprets during the meetings or phone conversations held by the Security Expert, including with high-level national security officials;
- Translates security-related news into English from the local language(s);
- Compiles daily reports on incidents;
- Keeps log of check-in calls from international observers;
- Compiles list of emergency medical services and arranging medical assistance;
- Prepares and updates the contact list and addresses of the mission core staff, long-term observers (LTOs) and their local staff; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in the field of security management, business administration, management, law or training in the field of security management is an asset;
- Four years of relevant security experience. Experience with an international organization is an asset;
- Excellent written and oral communication skills in English and in local language(s);
- Good computer skills;
- Flexibility and problem-solving skills;
- Ability to work long hours and under pressure. Available to work seven days a week;
- Tact and diplomacy;
- Ability to respond quickly and effectively to emergency and security situation developments; 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:

- Daily security reports;
- Log of calls of 24-hrs Security Operations Desk Assistant;

- Translations and interpretations;
- Arrangements for temporary registration of international core staff members;
- Users guides for the security-specific equipment;
- Summary of security-related news;
- List of emergency medical services; and
- Contact list and addresses of the mission core staff, LTOs, and support staff.