

Terms of Reference

JUNIOR 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 Junior 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 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);
- Keeps log of check-in calls from international observers;
- Compiles reports on incidents;
- Accompanies Security Expert and, if applicable, Security Assistant to events and is in charge of security issues at the event venue;
- 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 list of emergency medical services and arranging medical assistance; 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;
- Two 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 any weekday and in shifts;
- 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:

- Log of calls of 24-hrs Security Operations Desk Assistant;
- Translations and interpretations;
- Arrangements for temporary registration of international core staff members; and
- Summary of security-related news.