



CO-ORDINATOR OF OBSERVERS

Background

The 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.

Under the guidance of the Head of the ODIHR Election Mission and in close co-ordination with the Deputy Head, the Co-ordinator of Observers of the ODIHR election mission is the principal point of contact within the core team for the OSCE observers.

Main tasks and responsibilities:

- Co-ordinate the deployment, preparations and activity of OSCE international observers
- Prepare briefing materials and organize briefing sessions for OSCE international observers
- Arrange and prepare the briefing and deployment of OSCE international observers
- Ensure smooth and regular information flow between the core team and OSCE international observers
- Maintain regular contacts with OSCE international observers and provide them with instructions and guidance
- Fully support the activity of OSCE international observers during the course of their work; respond to their inquiries and follow up on their observations
- Prepare summary reports of observer findings as requested by the Head or his/her deputy
- Contribute analysis and recommendations to all election mission reporting

Education and Experience:

- Advanced university degree in international relations, law, political science, social science, or related field
- Two to three years of relevant professional work experience at the national or international level with some experience in organizing and/or observing election processes as short- and long-term observers
- Excellent organizational and coordination skills
- Excellent analytical and drafting skills
- Demonstrated ability to work under pressure in a sensitive political environment
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity
- Excellent written and oral communication skills in English.

Remuneration:

Remuneration will depend on qualifications and experience, and will be in accordance with established OSCE rates. Travel expenses will be covered in accordance with OSCE travel policy.