

The OSCE Project Co-ordinator in Ukraine is seeking qualified and motivated persons to fill positions of:

Trainer of Trainers

to train trainers of election commissioners at 2015 Local Elections
(4 vacant positions)

“Developing Election Training Capacity and Enhancing Voter Awareness” Project

Background information:

Within the framework of the Project “Developing Election Training Capacity and Enhancing Voter Awareness” implemented by the OSCE Project Co-ordinator in Ukraine (the OSCE PCU) and the Project “Ukraine Electoral Law Reform Program” implemented by the International Foundation for Electoral Systems (IFES), both in partnership with the Central Election Commission of Ukraine (the CEC), the OSCE PCU and IFES plan to assist the CEC in training of election commissioners at 2015 Local Elections to be held on 25 October 2015.

In particular, the OSCE PCU will provide assistance in training the trainers who will be delivering face-to-face training for members of Territorial Election Commissions (TECs) within the framework of Ukraine Electoral Law Reform Program implemented by International Foundation for Electoral Systems (IFES).

Therefore, the OSCE PCU is currently seeking experts with solid expertise in delivering training for election commissioners to train the trainers who will be delivering training for members of TECs across the country.

Tasks:

The Trainer of Trainers will perform the following tasks:

- 1) Prepare for conducting the training of trainers (ToT) in compliance with the methodology and programme proposed by the OSCE PCU and IFES. The trainer is expected to:
 - Be familiar with details of legislation and regulatory acts related to conducting of 2015 Local Elections
 - Be familiar with the training of trainers’ methodology and modalities¹
 - Attend coordination meeting of ToT trainers before the training
 - Prepare presentation for the training
- 2) Deliver his/her part of the ToT in accordance with the training programme and training methodology.

The ToT will be conducted from 17 to 19 September in Kyiv. Total number of trainees is 220 people. The trainees will be divided into groups during the training. It is planned that a team of 8 experts will be delivering training during the ToT.

Only the training materials provided and/or approved by OSCE PCU and IFES will have to be used during the ToT.

¹ All the information and materials will be provided by the OSCE PCU and IFES

Qualifications:

- University degree in law or social/political sciences;
- Minimum 5 years of professional experience in training for election commissioners;
- Experience in the development of training materials;
- Excellent knowledge of issues related to training of election commissioners;
- Excellent knowledge of election processes in Ukraine;
- Excellent communication skills, including public speaking and presentation skills;
- Excellent oral and written Ukrainian;
- Ability to work in a team;
- Experience of work as election commissioner or election observer would be an asset;
- Experience in working with international organizations, governmental agencies and NGOs would be an asset.

This position is open for Residents of Ukraine only . We strongly encourage applicants to use the online application system; the Vacancy Number is **VNUKRC00342**. However, if you have difficulties with the system you may use the OSCE's Application Form available at www.osce.org/ukraine/employment or just send your CV; you should complete the Application Form or attach your CV and send it *via e-mail* to oscepcu-recruitment@osce.org indicating the title of the position on the Application Form and in the cover message subject, or *by fax* to +380 44 492 0383 to the attention of Ms. Lyubov Kravchenko or *mail it* to the OSCE Project Co-ordinator in Ukraine, 16 Striletska St., 01030 Kyiv, Ukraine as soon as possible, but **not later than 24 August 2015**. Applications received after the published deadline will not be considered. Only short-listed candidates will be contacted. Details of the assignment and contract may be further discussed during the interviews.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.