

## Terms of Reference

### SENIOR NATIONAL MINORITY ANALYST 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 and 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/odihhr](http://www.osce.org/odihhr).

Under the supervision of the National Minority Analyst, the Senior National Minority Analyst Assistant assists the National Minority Analyst to perform his/her duties. S/he reports directly to the National Minority Analyst.

#### Main Tasks and Responsibilities:

- Provides information to the National Minority Analyst to aid him/her to acquire knowledge of the situation of national minorities in the country;
- Establishes and maintains contacts with national minority representatives, leaders, candidates, election administrators;
- Arranges various meetings with national minority representatives, leaders, candidates, election administrators;
- Attends and interprets meetings into English;
- Drafts minutes of meetings for review by the National Minority Analyst;
- Analyzes the composition of the election administration and assesses the representation of national minorities;
- Follows and reports on campaign events led by candidates from national minorities;
- Analyzes aspect of party/candidate programmes related to national minorities;
- Monitors the media (electronic and print) for national minority related news and prepares summaries for the National Minority Analyst;
- In coordination with the National Minority Analyst prepares presentations for briefings;
- Accompanies the National Minority Analyst during possible visits to regions;
- Undertakes research as instructed; and
- Performs other related duties as required.

#### Requirements:

- Completed secondary education. A degree in political science, social science, or related field with knowledge of national minority situation in the country is an asset;
- Six years of relevant working experience. Experience in national election administration, international organizations or non-governmental organizations in the country is an asset;
- Proven analytical and research skills, preferably in national minorities related issues;
- Excellent written and oral communication skills in English and in local language(s) are essential. 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;
- Draft minutes of meetings;
- Research and summaries;
- Presentations; and
- Filing system.