

TERMS OF REFERENCE

Deputy Head, Election Support Team (EST)

Background

The Afghan Independent Election Commission (IEC) has called Presidential and Provincial Council elections for 20 August 2009. On 2 April, following an invitation by Afghan Foreign Minister to support Afghanistan's election process, the Permanent Council passed Decision 891 which tasks the OSCE/ODIHR to deploy an Election Support Team (EST) to Afghanistan. The OSCE/ODIHR EST will *"assist government and international efforts"* for the upcoming elections and prepare a report *"on the electoral process, based on its findings, including a set of recommendations to the Government of Afghanistan for implementation as appropriate in the post-election period, with a view to enhancing the conduct of future elections and improving Afghanistan's legal framework and procedure."*

Objective

Under the direction of the Head of the ODIHR EST, the Deputy Head of the ODIHR EST coordinates the work of the experts/analysts, assists the Head of EST in his/her tasks, and represents him or her as requested.

Main tasks

The main tasks will include:

- Coordinate the work of all EST experts/analysts;
- Provide assistance and technical advice, as requested, to election stakeholders;
- Represent the Head of the EST during his/her absence;
- Support the Head of the EST in all other aspects of his/her responsibilities as required;
- Coordinate EST activities with other international organizations involved in elections such the United Nations, its agencies, the European Union and others;
- Coordinate the preparation and contribute to the overall EST reporting;

Education and Experience

- Advanced university degree in international relations, law, political science, social science, management business administration or related field;
- Minimum six years of relevant experience in international organizations and non governmental organizations, with participation in missions organized by the ODIHR and/or the European Union an additional asset;
- Strong background in electoral technical assistance;
- Excellent analytical and drafting skills;
- Demonstrated ability to manage and coordinate the work of others;
- Experience conflict or post-conflict situations are highly desirable;
- Demonstrated ability to work under pressure in sensitive political environment;
- Excellent health conditions;
- 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.