

Terms of Reference

JUNIOR OPERATIONS 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/odihhr.

The Junior Operations Expert Assistant assists the Operations Expert. S/he reports directly to the Operations Expert.

Main Tasks and Responsibilities:

- Under supervision of the Operations Expert, prepare the equipment, supplies, consumables and documents for the Long-Term Observers (LTOs) and Short-Term Observers (STOs);
- Under supervision, pack and distribute all relevant mission materials to international observers;
- Manage mission documents, as instructed by the Operations Expert;
- Help in organizing in-city and in-country transportation of LTOs and STOs under the plan prepared by the Operations Expert;
- Help with accommodation and meeting arrangements of LTOs and STOs under the plan prepared by the Operations Expert;
- Supervise the execution of pre-negotiated and signed contracts for the required goods and services, as instructed by the Operations Expert;
- Under the supervision of Operations Expert, help with all other necessary operations arrangements;
- Support the activity of the mission and of the international observers in every other aspect that is required; and
- Perform other duties as required.

Education and Experience:

- Completion of secondary education;
- Two years of relevant operations and/or logistics experience; experience with international organizations is an asset;
- Excellent written and oral communication skills in English and in local language(s);
- Good computer skills;
- Flexibility, attention to details and problem solving skills;
- Ability to work long hours and under pressure;
- Ability and willingness to work as a member of a team; 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:

- Distribution of documents and equipment for observers; and
- Implementation of accommodation, transportation and meeting arrangements.