

Terms of Reference

HEAD, ELECTION SUPPORT TEAM (EST)

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/odihr.

The Afghan Independent Election Commission (IEC) has called Presidential and Provincial Council elections for 5 April 2014. On 24 October 2013, following an invitation from the Independent Election Commission of Afghanistan to support Afghanistan's election process, the Permanent Council passed Decision 1094 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 procedures."*

Objective:

Under the overall direction of the ODIHR Director and in close co-ordination with the Head of the ODIHR Election Department, the Head the ODIHR EST leads international election experts deployed within the framework of PC Decision 1094 and oversees all related activities.

Tasks:

Electoral Expertise

- Acquire knowledge of the election law and other relevant legislation and regulations of the country;
- Acquire knowledge of the political and electoral situation in the country;
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Management/Co-ordination

- Lead the team members of the ODIHR EST;
- Preside over briefings and de-briefings;
- Provide technical assistance and advice, as requested, to election stakeholders;
- Ensure a professional working environment for all ODIHR EST members; and
- Organize briefings for the diplomatic community, international organizations and parliamentary delegations, as required.

Security

- Ensure the implementation of safety and security measures for all team members in co-operation with the Security Expert, Operations Expert, ODIHR Logistics and Security Officer and the OSCE Secretariat; and
- Co-ordinate the ODIHR EST Crisis Management Team together with Deputy Head of EST, Security Expert, and Operations Expert.

Public Statements and Documents

- Request advance approval by the ODIHR Director or his/her designated representative for all written public statements and representations, other than on routine matters not related to policy, issued by and on behalf of the ODIHR EST; and
- Organize the work of the ODIHR EST in dealing with the media in accordance with the following Guidelines for the Head of EST:
 1. The ODIHR's general approach towards the media is characterized by transparency and openness, recognizing the media's legitimate interest in the work of ODIHR EST. In addition, good relations with the media contribute to the ODIHR's general objective of increasing its visibility and raising its profile in the media and among the general public.
 2. Head of EST is encouraged to explain the ODIHR EST mandate, work and structure to the public, including by giving interviews to the print and electronic media in the run-up to elections.
 3. Within his/her responsibility, Head of EST may also touch upon the significance of an election within the country's or region's broader political and security framework, as well as preliminary findings of the ODIHR EST reports or law reviews. In doing so, the Head of EST must exercise sound political judgment.

Gender Awareness in the Election Process

- Ensure mainstreaming of gender aspects into all activities of the EST; and
- Analyze women's participation in the electoral process working closely with ODIHR EST analysts.

Reporting

- Oversee the preparation of all Election Support Team reports and provide input.

Requirements:

- Advanced university degree in international relations, law, political science, social science, management business administration or related field;
- At least ten to twelve years of relevant experience in government, international organizations, preferably with the OSCE, and/or diplomatic missions/embassies, with extensive comparative election observation or assistance experience, or election management experience;
- Management skills, including ability to manage human and financial resources;
- Experience in conflict or post-conflict situations are highly desirable;
- Leadership and negotiations skills;
- Excellent analytical skills;
- 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 with knowledge of election related terminology. Knowledge of local language(s) is an asset;
- Computer literacy;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; and
- Remain available for consultation (by phone or email) until the EST Final Report is published.

Deliverables:

- Advice and guidance to election stakeholders, as requested;
- Draft Final Report prepared in consultation with the Deputy Head of the EST in accordance with the guidelines provided and according to the timeframe agreed with the ODIHR Election Adviser;
- Management of human resources of the ODIHR EST in efficient manner according to relevant OSCE policies;
- Participation in recruitment of support staff to the ODIHR EST, including signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.