

Terms of Reference

SENIOR ELECTION 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.

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

Main Tasks and Responsibilities:

- Acquires knowledge of the electoral situation in the country;
- Establishes and maintains regular contacts with the national election authorities;
- Arranges various meetings with representatives of national election authorities;
- Interprets meetings to/from English from/to local language(s) with national election authorities and at any meeting, as required;
- Drafts minutes of meetings;
- Translates decisions, instructions, regulations, and any other legal acts adopted by the national election authorities into English;
- Drafts analysis of relevant election related acts, as required;
- Keeps records of national election authorities' decisions and maintains the filing system;
- Prepares presentations for briefings;
- Undertakes research on election related topics, as instructed; and
- Performs other duties as required.

Education and Experience:

- Completed secondary education. A degree in law, political science, social science, or related field with knowledge of election related issues 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 election 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; 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:

- Translations and interpretations;
- Draft minutes of meetings;
- Draft analysis of national election authorities decisions;
- Research;
- Presentations; and
- Filing system.