

## Terms of Reference

### SENIOR ADMINISTRATIVE ASSISTANT

#### Background:

ODIHR is the leading agency in Europe in the field of election observation. It coordinates 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](http://www.osce.org/odihr).

Under the supervision of the Team Leader, the Administrative Assistant assists the team and reports directly to the analysts.

#### Main Tasks and Responsibilities:

- Arranges appointments and maintains the supervisor's calendar, receives high-ranking visitors, places and screens telephone calls and answers queries with discretion;
- Organizes various meetings with senior officials from national election authorities, relevant institutions, leaders of political parties, representatives of the media and civil society;
- Interprets meetings to/from English from/to local language(s);
- Translates sensitive documents from and to English;
- Drafts non-substantive correspondence and ensures follow-up;
- Keeps lists of names, addresses and phone numbers of the interlocutors; and
- Performs other duties as required.

#### Requirements:

- Completion of secondary education. A degree in political science, social sciences, international relations or a related field is an asset;
- Six years of relevant working experience, preferably as administrative assistant, secretary or office manager. Experience in international organizations is an asset;
- Excellent written and oral communication skills in English and in local language(s) are essential. Translation/interpretation experience or skills are required;
- Good computer skills;
- Tact, discretion, self-confidence and diplomacy;
- Attention to detail;
- 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:

- Contact lists;
- Translations and interpretations;
- Draft correspondence;
- Meeting scheduled and draft minutes of meetings; and
- Desk research and summaries.