

Terms of Reference

LONG-TERM OBSERVER DRIVER

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.

Under the supervision of the Long-term Observers (LTOs) and under the general supervision of the Operations Expert of the mission, the LTO Driver is responsible for driving the team consisting of two LTOs and Assistant. S/he reports directly to LTOs.

Tasks and responsibilities:

- Drives LTO Team in their area of observation (AoO);
- Responsible for day-to-day maintenance of the vehicle, checks oil, water, brakes, etc, perform minor repairs;
- Assists the LTOs in locating road maps and city maps of the AoO;
- Gathers information on distance separating cities, towns and villages in the AoO and on road conditions in the AoO;
- Ensures that the car in a clean state inside and outside;
- Logs all trips in the log sheet;
- Ensures that rules and regulations are followed in case of involvement in accident; and
- Performs other duties as required.

Requirements:

- Completed primary education, secondary education is preferred;
- At least two years of relevant work experience and “clean” driving licences. Experience in driving officials for international organizations is an asset;
- Possession of vehicle in excellent technical and aesthetic condition;
- Possession of all relevant documentation for driving the vehicle (relevant licences, vehicle passports and power of attorney if the driver is not the legal owner; as well as proof that the vehicle has sufficient 3rd Party Liability Insurance);
- Knowledge of driving rules and regulations and chauffeur courtesies;
- Punctuality and discretion;
- Ability to perform minor repairs and work irregular hours;
- Knowledge of local language(s) is essential; and
- Knowledge of English is an asset.