

TERMS OF REFERENCE
DEPUTY HEAD, Limited Election Observation Mission (LEOM)

Background

The 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.

Objective

Under the direction of the Head of the ODIHR Limited Election Observation Mission (LEOM), the Deputy Head of the ODIHR LEOM coordinates the work of the core team and the long-term observers, assists the Head of Mission in his/her tasks, and represents him or her as requested.

Main tasks

The main tasks will include:

Electoral Expertise

- Acquire detailed knowledge of the Election Law, Rules and Regulations and all relevant legislation in the country related to the election;
- Acquire knowledge of the political and electoral situation in the country;
- Become familiar with the ODIHR Election Observation Handbook, ODIHR “Guidelines on Resolving Election Disputes”, “Handbook to Assist National Minority Participation in the Electoral Process”, “ODIHR Report on Existing Commitments for Democratic Elections in OSCE Participating States”, “Guidelines for Reviewing a Legal Framework for Elections” and “Handbook for Monitoring Women's Participation in Elections”;

Coordination

- Coordinate the work of all the core team analysts in coordination with the Head of Mission;
- Develop a deployment plan for observers and coordinate their deployment;
- Co-ordinate the briefing, debriefing of Long-Term Observers (LTOs) with the LTO Co-ordinator;
- Co-ordinate the production of briefing materials for LTOs;
- Coordinate the preparations of briefings for seconded observers, parliamentary observers and members of the diplomatic community and participate in them as required;
- Coordinate and contribute to the preparation of Interim Reports as requested by the Head of LEOM;
- Coordinate the preparation of the Final report in consultation with the Head of the OSCE/ODIHR Limited Election Observation Mission and according to the timeframe discussed with the Desk Officer;
- Coordinate the preparation of a CD-Rom containing LEOM important documents and correspondence to be sent back to ODIHR HQ;
- Ensure that templates provided by the ODIHR are consistently in use in the mission;

Support

- Assist the Head of LEOM with the preparation of the preliminary statement and press release, in co-ordination with OSCE/ODIHR Warsaw. A preliminary draft of each should be provided to Warsaw one week before election day;
- Represent the Head of the Mission during his/her absence;
- Support the Head of the Mission in all other aspects of his/her responsibilities as required;
- Support the activity of the core team analysts as required;
- Observe the voting process in a few areas on election day, if possible;
- Participate in the LEOM Crisis Management Team together with the Head of Mission, Security Expert, Logistics Expert and LTO Coordinator;

Education and Experience

- Advanced university degree in international relations, law, political science, social science, management business administration or related field
- Minimum six years of relevant experience in international organizations and non governmental organizations, with participation in election observation missions organized by the ODIHR, the European Union or any other observer organizations
- Strong background in elections and knowledge of the ODIHR election observation methodology
- Excellent analytical and drafting skills
- Demonstrated ability to manage and coordinate the work of others
- Demonstrated 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
- Computer literacy
- Excellent written and oral communication skills in English. Knowledge of local languages is an asset.

Deliverables

- Draft Interim Reports
- Draft Preliminary Findings and Conclusions (“Preliminary Statement”)
- Draft Post-election Press Release
- Draft Final Report prepared in consultation with the Head of the LEOM
- LTO Guidebook