

TERMS OF REFERENCE

Head, Election Support Team (EST)

Background

The Afghan Independent Election Commission (IEC) has called Presidential and Provincial Council elections for 20 August 2009. On 2 April, following an invitation by Afghan Foreign Minister to support Afghanistan's election process, the Permanent Council passed Decision 891 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 procedure."*

Objective

Under the overall direction of the ODIHR Director and in close coordination with the Head of the ODIHR Election Department, the Head the ODIHR EST leads international election experts deployed within the framework of PC Decision 891 and oversees all related activities.

Tasks

- Lead the Team members of the ODIHR EST;
- Provide technical assistance and advice, as requested, to election stakeholders;
- Establish and maintain contact with the authorities, election administration, main political parties, candidates, civil society, diplomatic community and international organizations;
- Organize briefings for the diplomatic community, international organizations and parliamentary delegations, as required.
- Ensure the implementation of safety and security measures for all team members in cooperation with the Security Co-ordinator and in co-ordination with the ODIHR and the OSCE Secretariat;
- Ensure a proper and cost-effective management of the EST in accordance with the ODIHR budget and in line with the OSCE rules and regulations;
- Ensure the proper management and use of the equipment allocated to the EST
- Ensure mainstreaming of gender aspects into all activities of the EST;
- Oversee the preparation of all Election Support Team reports and provide input.

Education and Experience

- 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, as senior management;
- Leadership and negotiations skills;
- Experience in security management and conflict or post-conflict situations are highly desirable;
- Ability to work under pressure in sensitive political environment;
- Excellent health conditions;
- 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.

Remuneration

Remuneration will depend on qualifications and experience, and will be in accordance with established OSCE rates. Travel expenses will be covered in accordance with OSCE travel policy.