

TERMS OF REFERENCE

REGIONAL ANALYST, Election Assessment Mission (EAM)

Background

The 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.

Objective

Under the direction of the Head of the ODIHR Election Assessment Mission (EAM), the Regional Analyst is responsible for observing all aspects of the election cycle, and gaining an in-depth understanding of the overall pre-election administrative procedures and campaign environment in the area of deployment.

Main tasks

- Acquire knowledge of the election law and all other election-related legislation;
- Acquire knowledge of the election system as well as the political and legal situation;
- Become familiar with relevant OSCE/ODIHR publications such as Election Observation Handbook, and Existing Commitments for Democratic Elections in OSCE Participating States, Handbook for Monitoring Women's Participation in Elections, Guidelines to Assist National Minority Participation in the Electoral Process and Existing Commitments for Democratic Elections in OSCE Participating States;
- Establish and maintain contact with the main authorities in charge of administering the elections in specific regions as well as with political parties and candidates, media representatives and members of civil society;
- Attend and report on meetings of local election authorities, where possible;
- Attend and report on political rallies and campaign events, where possible;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the Head of the EAM and the OSCE/ODIHR Election Adviser.

Reporting

- Prepare reports for the Head of the EAM on the election administration, political parties, media, civil society and on any other issues covered for inclusion in the final report;
- Remain available for consultation (phone or email) until the ODIHR final report is published.

Education and Experience

- Advanced university degree in international relations, law, political science, social science, or related field;
- Three to four years of relevant professional work experience in national election administration, non-governmental organizations, international organizations, involved in observing and/or organizing election processes;
- Excellent electoral expertise and understanding of the electoral cycle;
- Excellent analytical and drafting skills;
- 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;
- PC literate; familiarity with word-processing;
- Excellent written and oral communication skills in English with knowledge of election related terminology. Knowledge of local languages is an asset.

Deliverables

- Regular reporting, including recommendations for the Head of the EAM on the conduct of the elections in the regions, as well as on any other issues covered during the EAM.