

**Recruitment of National Staff  
for the OSCE/ODIHR Limited Election Observation Mission to Croatia, 2011**

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in the OSCE participating States 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 it 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)

Following an official invitation from the authorities of Croatia, the OSCE/ODIHR is deploying a Limited Election Observation Mission (LEOM) for the upcoming parliamentary election scheduled for 4 December, 2011. As a result, OSCE/ODIHR is currently recruiting national staff for the following position:

**Start date: 8 November 2011**

- LEOM/CRO Senior Legal Analyst Assistant – 1 position

**Approximate duration of employment:**

- 6 weeks with possible extension

**Location:**

Zagreb, Croatia

Under the supervision of the Legal Analysts of the ODIHR Limited Election Observation Mission (LEOM), the Senior Legal Analyst Assistant helps them to perform their duties. S/he reports directly to them.

**Tasks and responsibilities:**

- Acquires knowledge of the judicial and electoral system;
- Establishes and maintain contacts with relevant courts, prosecutor office, national election authorities, relevant ministries, representatives of civil society;
- Drafts minutes of meetings;
- Summarizes cases, decisions and complaints used by the analysts;
- Drafts analysis of relevant texts, as required;
- Arranges various meetings with relevant courts, prosecutor office, national election authorities, relevant ministries, representatives of civil society, as requested;
- Interprets meetings to/from English from/to local language;
- Translates extracts of laws, court decisions, election authorities' decisions, complaints, appeals to English;
- Keeps records of complaints and appeals;
- Prepares presentations for briefings, as requested;
- Undertakes research, as instructed;
- Performs other duties, as requested;

**Education and Experience:**

- Completed secondary education. A degree in law or political science with some knowledge of electoral law is highly desirable;
- Six years of relevant experience. Experience in national election administration, international organizations or non-governmental organizations is an asset,
- Tact, discretion and diplomacy;

- Ability to work long hours and under pressure;
- Demonstrated ability to work with people of different backgrounds, while maintaining impartiality and objectivity;
- Good computer skills;
- Excellent written and oral communication skills in English;
- Knowledge of local language(s) is essential.

**Deliverables**

- Written translation;
- Draft minutes of meetings;
- Research and draft legal analysis.

**Remuneration:**

Remuneration will depend on qualifications and experience, in accordance with established OSCE rates.

**Application procedure:**

Those interested in applying should forward recent curriculum vitae in English to: [comcontracting@odihr.pl](mailto:comcontracting@odihr.pl). Please indicate the exact title of the position you are applying for in the e-mail subject line.

**Application deadline:** 4 November 2011, 12:00 CET

**Note: The OSCE/ODIHR does not charge a FEE at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**