

Terms of Reference

SENIOR PARLIAMENTARY LIAISON ASSISTANT

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 Parliamentary Liaison Officer (PLO), the Senior Parliamentary Liaison Assistant assists the PLO to perform his/her duties.

Main Tasks and Responsibilities:

- Organizes briefings and debriefings for all parliamentary observer delegations;
- Co-ordinates activities with secretaries of parliamentary delegations;
- Prepares briefing materials for parliamentary observers;
- In co-ordination with the Operations Team, ensures that meetings rooms are fully equipped for de/briefing of parliamentary observers;
- In co-ordination with the Operations Team, identifies suitable interpreters, drivers and cars for parliamentary observers;
- Ensures a smooth deployment of parliamentary observers on election day;
- Ensures the setup of collection points for observation forms filled by parliamentary observers;
- Attends the meetings the PLO may have to attend with local stakeholders and ensures interpretation into English;
- Translates documents of a general nature into English when required;
- Keeps records of all correspondence with parliamentary assemblies' secretariats;
- Responds to queries and requests for assistance from parliamentary observers; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in political science, social sciences, international relations or related field is an asset;
- Six years of relevant working experience. Experience with national parliament, international organizations or non-governmental organizations is an asset;
- Excellent written and oral communication skills in English and local language(s);
- Good computer skills;
- Attention to detail;
- Ability and willingness to work as a member of a team;
- Tact, discretion and diplomacy;
- Ability to work long hours and under pressure; and
- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Deliverables:

- Briefing material for parliamentary observers;
- Setup of collection points for observation forms filled by parliamentary observers;
- List of contacts;
- Translation/interpretation; and
- Correspondence file/log.