

Terms of Reference

LONG-TERM OBSERVERS ASSISTANT/INTERPRETER

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/odihhr.

Under the supervision of the Long-term Observers (LTOs), the Assistant/Interpreter assists a team consisting of two LTOs in their area of observation (AoO). S/he reports directly to the LTO team.

Main Tasks and Responsibilities:

- Provides simultaneous interpretation from/to English to/from local language(s);
- Provides written translation from/to English to/from local language(s) of various documents on a wide range of technical topics;
- Arranges various meetings with officials from local and regional election authorities, governors, mayors, local representatives of political parties, candidates, the media, and civil society;
- Summarizes, in English, election-related news published in the local language(s);
- Assists the LTOs in identifying suitable staff for the short-term observers (STOs) and in locating suitable accommodation for STOs (if applicable);
- Organizes travels in the AoO for the LTOs and accompanies the LTOs on these travels;
- Keeps lists of names, addresses and phone number of the LTOs' interlocutors; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in translation/interpretation, political sciences, social sciences, law, international relations or related field is an asset;
- Four years of relevant working experience. Experience of work at international organizations is an asset;
- Excellent written and oral communication skills in English and local language(s). Translation/interpretation experience is an asset;
- Good computer skills;
- Good knowledge of the AoO;
- Good organizational skills;
- Ability to work long hours and under pressure;
- Ability and willingness to work as a member of a team;
- Ability and willingness to deploy to the field, sometimes on short notice; 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:

- Daily schedule of LTO team;
- Written translations, interpretations;
- News summaries;
- Travel arrangements;
- Draft correspondence; and
- Contact lists.