

Terms of Reference

SENIOR CAMPAIGN FINANCE ANALYST 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 and 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 Campaign Finance Analyst, the Senior Campaign Finance Analyst Assistant assists the Campaign Finance Analyst to perform his/her duties. S/he reports directly to the Campaign Finance Analyst.

Main Tasks and Responsibilities:

- Acquires knowledge of the political situation and landscape in the country;
- Establishes and maintains contacts with representatives of political parties, candidates, civil society groups, political analysts, think tanks, and other organizations relevant to the campaign finance activities, including women's groups and national minority representatives;
- Monitors the media (electronic and print) for Campaign Finance news and prepares summaries for the Campaign Finance Analyst;
- Arranges various meetings representatives of political parties, candidates, civil society groups, political analysts, think tanks, and other organizations relevant to the campaign finance activities, including women's groups and national minority representatives where relevant;
- Attends and interprets meetings into English from/to local language(s);
- Drafts minutes of meetings;
- Prepares presentations for briefings;
- Undertakes research as instructed; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in political science, social science, or related field is an asset;
- Six years of relevant working experience. Experience in national election administration, international organizations or non-governmental organizations in the country is an asset;
- Proven analytical and political research skills;
- Excellent written and oral communication skills in English and in local language(s) are essential. Translation/interpretation experience is an asset;
- Good computer skills;
- 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:

- Schedules and minutes of meetings;
- List of contacts;
- Translations and interpretations;
- News summaries and reports;
- Presentations; and
- Research.