

Terms of Reference

REGIONAL ANALYST 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/odhr.

Under the supervision of the Regional Analyst(s), the Assistant/Interpreter assists the Regional Analyst or a team consisting of two Regional Analysts in their area of observation (AoO). S/he reports directly to the Regional Analyst(s).

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;
- 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, 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 supervisor; and
- Performs other related duties as required.

Requirements:

- Completed secondary education. A degree in international relations, law, political science, social science, or related field is an asset;
- Six 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 long hours under pressure in a sensitive political environment;
- Good computer skills;
- Good knowledge of the AoO;
- Good organizational skills;
- Ability and willingness to deploy to the field, sometimes on short notice;
- Excellent written and oral communication skills in English and local language(s). Translation/interpretation experience is an asset;
- Ability and willingness to work as a member of a team; 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 Regional Analysts;
- Written translations, interpretations;
- News summaries;
- Travel arrangements;
- Draft correspondence; and
- Contact lists.