

## Terms of Reference

### SENIOR REGIONAL 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, 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](http://www.osce.org/odihhr).

Under the supervision of the Regional Analyst(s), the Senior Assistant 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 national 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;
- • Consecutive Interpretation from local into English language and vice versa in the meetings
- • Translation of written texts, such as legal documents, agreements, official correspondence, which require a high level of language skills and
- Performs other related 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;
- Research.