

## Terms of Reference

### SENIOR POLITICAL /ADMINISTRATIVE ASSISTANT TO THE DEPUTY / HEAD OF MISSION

#### 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](http://www.osce.org/odihr).

Under the supervision of the Deputy / Head of Mission (D/HoM), the Senior Political /Administrative Assistant assists the D/HoM/Political Analyst and reports directly to him/her.

#### Main Tasks and Responsibilities:

- Arranges appointments and maintains supervisor's calendar, receives high-ranking visitors, places and screens telephone calls and answers queries with discretion;
- Arranges various meetings with senior officials from national election authorities, relevant ministries, representatives of political parties, candidates, civil society groups, political analysts, think tanks, and other organizations relevant to the election process, including women's groups and national minority
- Attends meetings and interprets to/from English from/to local language(s);
- Drafts minutes of meetings;
- Translates sensitive documents from and to English;
- Drafts non-substantive correspondence and ensures follow up;
- Follows and reports on campaign events;
- Monitors the media (electronic and print) for political news and prepares summaries if requested;
- Keeps lists of names, addresses and phone numbers of the D/HoM's interlocutors; and
- Performs other duties as required.

#### Requirements:

- Completion of secondary education. A degree in political science, social sciences, international relations or related field is an asset;
- Six years of relevant working experience, preferably as administrative assistant, secretary or office manager. Experience in international organizations 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, self-confidence and diplomacy;
- Ability to work long hours and under pressure;
- Attention to detail;
- 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:

- Schedules and minutes of meetings;
- List of contacts;
- Translations and interpretations;
- News summaries and reports;
- Research; and
- Draft correspondence;