

Terms of Reference

SENIOR NEW VOTING TECHNOLOGIES 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/odihr.

Under the supervision of the New Voting Technologies (NVT) Analyst of the mission, the Senior NVT Analyst Assistant assists and directly reports to the NVT Analyst to perform his/her duties. S/he reports directly to the NVT Analyst.

Main tasks and responsibilities:

- Acquires knowledge of NVT in use;
- Establishes and maintains contacts with relevant authorities in charge of administering NVT;
- Drafts minutes of meetings;
- Arranges various meetings with relevant authorities in charge of administering NVT as well as with representatives of civil society, as requested;
- Interprets meetings to/from English from/to local language(s);
- Prepares presentations for briefings, as requested;
- Maintains filing system concerning NVT;
- Undertakes research as instructed; and
- Performs other duties as required.

Requirements:

- Completed secondary education. A degree in computer sciences, statistics, mathematics and some knowledge of electronic voting systems is an asset;
- Six years of relevant working experience. Experience in national election administration, international organizations or non-governmental organizations is an asset;
- Excellent written and oral communication skills in English and local languages. Translation/interpretation experience is an asset;
- Excellent computer skills;
- Tact, discretion and diplomacy;
- Ability to work long or irregular 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

- Written translation/oral interpretation;
- Contact list;
- Meeting schedules and draft minutes of meetings;
- Research;
- Presentations; and
- Filing system.