Terms of Reference

ASSISTANT TO STATISTICAL ANALYST

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 Statistical Analyst, the Assistant assists Statistical Analyst to perform his/her duties and reports directly to him/her.

Main Tasks and Responsibilities:

- Organizes data gathered during statistical work including summarized findings, creates reports (including charts and graphs);
- Maintains databases of statistical information;
- Receives and tracks observation forms from different sources, such as through fax machines, email, MMS or via special software;
- Sorts and maintains responsibly all information, as instructed by the supervisor;
- Processes electronically information from the observation forms provided by the supervisor into electronic database, as instructed;
- Assists in preparing, testing, packing and distribution of digital pens, smartphones and other ICT equipment to STOs;
- Prepares the database of observation forms and other statistical materials for filing in the ODIHR HQ;
- Interprets during the meetings or phone conversations held by Statistics Analyst;
- Translates documents from and to English;
- Drafts non-substantive correspondence and ensures follow up and
- Performs any other tasks as required such as scheduling, word processing, and data entry.

Education and Experience:

- Completion of secondary education. IT or statistics related degree or undergoing such studies is an asset;
- Five years of experience with any data processing applications and/or databases;
- Excellent written and oral communication skills in English and local language(s) is essential; translation/interpretation experience is an asset;
- Excellent computer skills;
- Accuracy and attention to detail;
- Ability to work under pressure according to tight deadlines and good organizational skills;
- Ability to work long hours and to remain focussed; 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:

- Information processed into electronic database
- Files with statistical materials;
- Reports (including charts and graphs);
- Translated documents;
- Drafts of non-substantive correspondence.