

ENEMO IEOM TO SERBIA 2020

Local staff:

Terms of reference for the positions:

1. Assistant to the Head of the Mission and Deputy Head of Mission/CEC observer

Job summary: Assists the work of the Head and Deputy Head of the Mission, provides translation during high level meetings and press events.

Main duties:

Provides verbal and written translation;
Types documents, reports and correspondence;
Provides assistance in organizing meetings and events, plans working time, keeps contacts, prepares documents, etc.;
Participates in staff meetings and external meetings;
Provides consecutive translation during press events;
Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);
Bachelor degree or equivalent;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystems preferred);
Excellent and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory:

Bachelors' or equivalent degree in law, political science, social science, or related field;
Good knowledge of the Moldovan political landscape and elections in Moldova;
Experience working with national election bodies, international election observation mission or Domestic election observation activity;
Public speaking experience.

2. Assistant to the Legal Expert

Summary of the job:

Provides translation and assists the Legal Expert daily work.

Main Duties:

Provides verbal and written translation;

Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;

Assists with organizing appointments, meetings, events, during mission;

Participates in staff meetings and external meetings;

Assist with preparing documents, materials (observers' manual, reporting forms, reporting schedule and communication plan);

Travels outside the capital with the Core Team members;

Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);

Bachelor's or equivalent degree in law;

Proven analytical and research skills;

Competent computer skills, including MS Office and Excel, or equivalent;

Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystem is preferred);

Excellent organization and planning skills;

Work management and prioritizing skills;

Problem solving ability;

Attention to detail;

Ability to work having irregular working hours;

Ability to work under pressure and tight deadlines;

Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Experience working with national election bodies, international election observation mission or domestic election observation activity.

3. Assistant to the Election Expert - DEC (District Election Commission) Observer

Summary of the job: Provides translation and assists the DEC Observer in his daily work and activities, assists relations between the EOM and the District Election Commission.

Main Duties:

Provides verbal and written translation;
Translates decisions, instructions, regulations, and any other legal acts adopted by the national election authorities into English;
Drafts analysis of relevant election related acts, as required;
Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;
Participates in staff meetings and external meetings;
performs other duties as required.

Requirements:

Excellent knowledge of the English and language of the host country (written and verbal communication);
Bachelor degree or equivalent
Proven analytical and research skills, preferably in election related issues;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystems preferred);
Excellent and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Bachelors' or equivalent degree in law, political science, social science, or related field;
Experience working with national election bodies, international election observation mission or domestic election observation activity.

4. Assistant to the Finance and Logistics Officer

Summary of the job: Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items.

Main Duties:

Provides verbal and written translation;
Accepts and distribute accurate messages;

Coordinates messenger and courier service;
Fax, scan and copy documents;
Type documents, reports and correspondence;
Coordinates and organizes appointments and meetings;
Assists with event planning and implementation;
Monitors and maintain office supplies;
Ensures office equipment is properly maintained and serviced;
Participates in staff meetings and external meetings, if needed.
Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);
High School Diploma;
Previous office experience;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystem is preferred);
Excellent organization and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Bachelors' or equivalent degree in finances, law, political science, social science, or related field;
Experience working with national election bodies, international election observation mission or domestic election observation activity.

5. Assistant to the Election Expert – Election Campaign Analyst

Summary of the job:

Provides translation and assists the Election Campaign Expert daily work.

Main Duties:

Provides verbal and written translation;
Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;

Assists with organizing appointments, meetings, events, during mission;
Participates in staff meetings and external meetings;
Assist with preparing documents, materials (observers' manual, reporting forms, reporting schedule and communication plan);
Travels outside the capital with the Core Team members;
Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);
Bachelor's or equivalent degree in law;
Proven analytical and research skills;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystem is preferred);
Excellent organization and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Experience working with national election bodies, international election observation mission or domestic election observation activity.