ENEMO is preparing to deploy an Election Observation Mission (EOM) for the Local Elections, scheduled for October 17th 2021.

The EOM is therefore undertaking recruitment of local staff to support the Core Team of the EOM in its Pristina based office for the below positions:

1. **Assistant to the Head of Mission and Deputy Head of Mission/Legal Analyst**
2. **Assistant to the Election Administration Analyst / CEC (Central Election Commission) Observer**
3. **Assistant to the Election and Campaign Analyst**
4. **Assistant to Media Analyst**

**Closing Date of application: 11 September 2021 (by the end of the day)**

**Expected starting date of employment: 12 September**

**Expected duration of the employment: up to 8 weeks**

**Interested candidates are strongly encouraged to apply as soon as possible.**

**Application procedure:** the interested candidates should send a recent Curriculum Vitae and a cover letter to the email address:  maja.bjelic@enemo.eu **by 11 September 2021 (by the end of the day). The subject of the email should be “Application for local staff – EOM Kosovo 2021 – [position you are applying for]”**

Only shortlisted candidates will be contacted.

**Terms of reference for the positions:**

**1. Assistant to the Head of Mission and Deputy Head of Mission/Legal Analyst**

**Job summary:** Assists the work of the CT members, 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’s or equivalent degree in law;
* 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 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 political landscape and elections in Kosovo;
* Experience working with national election bodies, international election observation mission or domestic election observation activity;
* Public speaking experience.

**2. Assistant to the Election Administration Analyst / CEC Observer**

**Job summary:** Provides translation and assists the Election Administration Analyst / CEC Observer in his/her daily work and activities, assists relations between the EOM and the Central 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.

**3. Assistant to the Election and Campaign Analyst**

**Job summary:** Provides translation and assists the Political / Election Campaign Analyst in his/her daily work and activities.

**Main Duties:**

* Provides verbal and written translation;
* Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;
* Participates in staff meetings and external meetings;
* Keeps contacts, prepares documents, etc.;
* Assists in establishing and maintaining contacts with local mass-media;
* Assist in establishing and maintaining contacts with candidates, political parties and civil society organizations;
* 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;
* Competent computer skills, including MS Office and Excel or equivalent;
* 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 Media Analyst**

**Job summary:** Provides translation and assists the Media Analyst in their daily work and activities.

**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 degree
* 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);
* 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.