ENEMO has deployed an International Election Observation Mission (IEOM) for the Presidential and Early Parliamentary Elections, scheduled for April 3rd, 2022.

The IEOM is therefore undertaking recruitment of local staff to support the long-term observers (LTOs) of the IEOM for a period of 4 weeks for the below position and locations:

* **Assistants/Interpreters to long-term observers (LTOs**) – Belgrade, Novi Sad, Kragujevac, Novi Pazar and Niš
* **Drivers for long-term observers (LTOs**) – Belgrade, Novi Sad, Kragujevac, Novi Pazar and Niš

Closing Date of application: **February 26th**, 2022, by 11 AM (GMT+4)

 Expected period of employment: March 9th/March 14th, 2022 – April 9th 2022

**Application procedure**: the interested candidates should send a recent Curriculum Vitae to the email address: dajana.ostojic@enemo.eu  by **February 26th**, **by 11 AM** (GMT+4). The subject of the email should be "Application for local staff – IEOM Serbia 2022".

Only shortlisted candidates will be contacted.

**Terms of reference for the positions:**

1. **Assistants/Interpreters to long-term observers:**

Responsible to: LTO team

Job summary: Interpreter provides translation and interpreter service to observers.

Main duties:

* Provides oral and /or writing translation to the observers;
* Provides assistance in organizing meetings and events, plans working time, keeps contacts, prepares documents, etc.;
* Participates in external meetings;
* Travels outside the place of deployment with the observers.

Requirements:

* Excellent knowledge of the language of the host country;
* Good knowledge of English language;
* Good organizational and computer skills;
* Ability to work having irregular working hours;
* Readiness to travel.

Essential but not obligatory: Domestic or international election observation experience.

1. **Drivers for Long-term Observers:**

Responsible to: LTO team

Job summary: Driver provides transportation service for LTOs.

Main duties:

* Provides transportation for EOM staff including travelling outside of the place of deployment;
* Maintains the car in a good technical condition in order to ensure safe and comfortable driving;
* Observes the road/traffic laws;
* Places the EOM stickers on the car if needed.

Requirements:

* Driving license;
* At least 5 years of driving experience;
* Ability to work having irregular working hours.

Essential but not obligatory: Domestic or international election observation experience; Knowledge of English language.