

ENEMO IEOM to Serbia 2022

ENEMO's IEOM for the Presidential and Early Parliamentary Elections in Serbia scheduled for April 3rd 2022 is looking for a local staff to support the Core Team of the IEOM in its Belgrade based office for the below positions:

1. Translator/Assistant to Head of Mission and Deputy Head of Mission
2. Translator/Assistant to Election Campaign Analyst/LTO Coordinator
3. Translator/Assistant to Legal Expert
4. Translator/Assistant to Election Administration Analyst/CEC Observer
5. Translator/Assistant to Finance and Logistic Officer

Closing date of application: January 26th 2022 by 12 PM

Expected starting date of employment: February 2022

Expected duration of the employment: up to 3 months

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 addresses: ana.lakic@enemo.eu and maja.bjelic@enemo.eu by January 26th 2022 by 12 PM. The subject of the email should be "Application for local staff – IEOM to Serbia 2022 – [position you are applying for]"

Terms of reference for the positions:

1. Translator/Assistant to Head of Mission and Deputy Head of Mission

Job summary: Assists the work of the Head of the Mission 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 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 Serbian political landscape and elections in Serbia;
- Experience working with national election bodies, international election observation mission or domestic election observation activity;
- Public speaking experience.

2. Translator/Assistant to Election Campaign Analyst/LTO Coordinator

Job summary: Provides translation and assists the Election Campaign Analyst/LTO Coordinator in their daily work and assists in coordinating activities between the Core Team and LTOs.

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 with organizing appointments, meetings, events, briefings and debriefings for LTOs during mission;
- 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 observatiomission or domestic election observation activity.

3. Translator/Assistant to 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.

4. Translator/Assistant to Election Administration Analyst/CEC Observer

Summary of the job: Provides translation and assists the CEC Observer in his 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.

5. Translator/Assistant to Finance and Logistic Officer

Job summary: Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items, assisting in financial implementation of the project.

Main Duties:

- Provides verbal and written translation;
- Facilitates the EOM's finances;
- Coordinates messenger and courier service;
- 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;
- Archiving and taking care of all financial documents related to the mission;
- 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)
- Bachelor degree or equivalent
- 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:

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