ENEMO is preparing to deploy an Election Observation Mission (EOM) for the Local Elections, scheduled for October 2nd 2021.

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

1. **Assistant to the Head of Mission**
2. **Assistant to the Legal Analyst**
3. **Assistant to the Election Analyst / CEC (Central Election Commission) Observer**
4. **Assistant to the Political / Election Campaign Analyst**
5. **Logistics and financial assistant**

**Closing Date of application: 9 September 2021 (by the end of the day)**

**Expected starting date of employment: 15 - 19 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: ana.lakic@enemo.eu and milica.zrnovic@enemo.eu **by 9 September 2021 (by the end of the day). The subject of the email should be “Application for local staff – EOM Georgia 2021 – [position you are applying for]”**

Only shortlisted candidates will be contacted.

**Terms of reference for the positions:**

**1. Logistics and financial assistant**

**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);
* 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.

**2. Assistant to the Head of Mission**

**Job summary:** Assists the work of the 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 Georgian political landscape and elections in Georgia;
* Experience working with national election bodies, international election observation mission or domestic election observation activity;
* Public speaking experience.

**3. Assistant to the Legal Analyst**

**Job summary:**Provides translation and assists the Legal Expert in his/her daily work and assists in coordinating activities between the Core Team.

**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, briefings and debriefings during the 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. Assistant to the Election Analyst / CEC Observer**

**Job summary:** Provides translation and assists the Election 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.

**5. Assistant to the Political / Election 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 observatiomission or domestic election observation activity.

**It is very important to note the following:**

ENEMO is obliged to reserve the right **at any time to cancel this call or the mission or to modify the conditions and/or dates of potential deployment**.  Applicants will be notified beforehand of any substantial changes in this regard.