**Assistant/Interpreter to the Core Team member**

**Responsible to**: respective Core Team member

**Job summary:** The assistant provides translation and assistant service for Core Team members.

**Main duties:**

* provides interpretation during meetings or writing translations to/from English for the Core Team members;
* provides assistance in organising meetings and events, plans working hours, keeps contacts, prepares documents, etc.;
* participates in staff meetings and external meetings if needed;
* provides assistance in organizing in-country travel for the Core Team members;
* travels outside the place of deployment with the Core Team members, when required;
* performs other duties, as required.

**Requirements:**

* Completed secondary education.
* Excellent knowledge of the language(s) of the host country;
* Excellent knowledge of English language;
* Good organisational and computer skills;
* Attention to detail;
* Ability to work having irregular working hours;
* Ability to work with people of different cultural and religious backgrounds, different gender and political perspectives.

**Preferred but not obligatory:**

* Domestic or international election observation experience.
* Experience working with international organizations.
* A university degree in law, political science, international relations, or related fields.
* Previous experience as translator.