

## IEOM to Hungary 2022

ENEMO's IEOM for the Parliamentary Elections in Hungary scheduled for April 3rd is looking for a local staff to support the Core Team of the IEOM in its Budapest based office for the below positions:

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

Closing date of application: March 3rd 2022 by 12PM

Expected starting date of employment: March 2022

Expected duration of employment: up to 2 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 address: [ana.lakic@enemo.eu](mailto:ana.lakic@enemo.eu) by March 3rd 2022 by 12 PM. The subject of the email should be "Application for local staff – IEOM to Hungary 2022 – [position you are applying for]"

### **Terms of reference for the positions:**

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

Job summary: Assists the work of the Head and Deputy Head of 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 events;
- Performs other duties as required.

#### **Requirements:**

- Excellent knowledge of English and language of the host country (written and verbal communication);
- Competent computer skills, including MS Office and Excel or equivalent;
- Internet skills;
- 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 no obligatory:**

- Bachelors' or equivalent degree in law, political science, social science, or related field;
- Good knowledge of the Hungarian political landscape and elections in Hungary;
- Experience working with national election bodies; international election observation mission or domestic election observation activity;
- Public speaking experience.

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

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

**Main duties:**

- Provides verbal and written translation;
- Translated decisions, instructions, regulations and any other legal acts adopted by the national election authorities in English;
- Drafts analysis of relevant election related acts, as required;
- Provides assistance in organizing meetings and events, plans working time, keeps contacts, prepares documents, etc.;
- Participates in staff meetings and external meetings;
- Performs other duties as required.

**Requirements:**

- Excellent knowledge of English and language of the host country (written and verbal communication);
- Competent computer skills, including MS Office and Excel or equivalent;
- Internet skills;
- 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 no 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. 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;
- Coordinates and organizes appointments and meetings;
- Assist 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;
- Performs other duties as required.

**Requirements:**

- Excellent knowledge of English and language of the host country (written and verbal communication);
- Competent computer skills, including MS Office and Excel or equivalent;
- Internet skills;
- 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 no 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. Translator/Assistant to LTO & STO Coordinator**

Job summary: Provides translation and assists the STO & 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.;
- Assist with preparing documents, materials (observers' guide, reporting forms, reporting schedule and communication plan),
- Participates in staff meetings and external meetings;
- Performs other duties as required.

##### **Requirements:**

- Excellent knowledge of English and language of the host country (written and verbal communication);
- Competent computer skills, including MS Office and Excel or equivalent;
- Internet skills;
- 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 no 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;