

Assistant/Interpreter to the long-term observers

Responsible to: respective long-term observers

Job summary: The assistant provides translation and assistant service for long-term observers.

Main duties:

- provides interpretation during meetings or writing translations to/from English for the long-term observers;
- 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 long-term observers;
- 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.
- Previous experience as translator.

Driver

Responsible to: respective Core Team member or EOM observers

Job summary:

Driver provides transportation service for EOM staff using their own car.

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;
- Washes the car on a weekly basis;
- 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 or Russian language.