**Terms of Reference**

**Assistant/Interpreter to the Core Team**

**Responsible to:** respective Core Team member

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

**Main duties:**

* Provides oral and/or writing translation to 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;
* Travels outside the place of deployment with the Core Team members.

**Requirements:**

* Excellent knowledge of the language of the host country;
* Excellent knowledge of English language;
* Good organisational and computer skills;
* Ability to work having irregular working hours;

**Preferred but not obligatory:**

* Domestic or international election observation experience.