

## Terms of Reference

### SENIOR POLITICAL/MEDIA ANALYST ASSISTANT

#### Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments and international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at [www.osce.org/odihhr](http://www.osce.org/odihhr).

Under the supervision of the Political/Media Analysts, the Senior Political/Media Analysts Assistant assists the Political/Media Analysts to perform their duties. S/he reports directly to the Political or Media Analyst.

#### Main Tasks and Responsibilities:

- Acquires knowledge of the political and media situation and landscape in the country;
- Establishes and maintains contacts with representatives of the main electronic and print media, as well as political parties, candidates, civil society groups, political analysts, think tanks, and other organizations relevant to the election process, including women's groups and national minority representatives;
- Follows and reports on campaign events;
- Prepares daily press digest on election and political issues, as requested;
- Arranges various meetings with public officials and representatives of the media, political parties, candidates, civil society groups, political analysts, think tanks, and other organizations relevant to the election process, including women's groups and national minority representatives where relevant;
- Provides information to the Political/Media Analyst so that he/she acquires knowledge of the media laws and regulations;
- Monitors and analyses programmes and articles related to electronic and print media on the national and regional levels based on the training provided and prepares summaries;
- Assesses and produces findings on time and space allocated to all election contestants as well as the time/space allocation given to all the relevant political entities and relevant election-related topics;
- Assists the Political/Media Analyst in organizing and conducting press conferences held by the mission as requested;
- Enters data related to electronic and print media monitoring;
- Coordinates the work of the media monitors (if applicable);
- Drafts minutes of meetings;
- Prepares presentations for briefings;
- Undertakes research as instructed;
- Performs other duties as required.

#### Requirements:

- Completed secondary education. A degree in political science, social science, journalism or related field is an asset;
- Six years of relevant working experience. Experience in national election administration, international organizations or non-governmental organizations in the country is an asset;
- Proven analytical and political research skills; preferably in media monitoring;
- Excellent written and oral communication skills in English and in local language(s) are essential;
- Good computer skills;
- Tact, discretion and diplomacy;
- Ability to work long hours and under pressure; and
- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

#### Deliverables:

- Schedules and minutes of meetings;
- List of contacts;
- Media monitoring/news summary reports and data entry;
- Minutes of meetings;
- Presentations; and
- Research.