

## **Terms of Reference**

### **DATA ENTRY CLERK**

#### **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, other 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/odihr](http://www.osce.org/odihr).

Under the supervision of the Statistical Analyst, the Data Entry Clerk is responsible for entering data from the short-term observers' election day observation forms.

#### **Main Tasks and Responsibilities:**

- Receives observation forms from different sources, such as through fax machines, email, direct delivery; sorts and maintains responsibly all information, as instructed by the supervisor;
- Processes electronically information from the observation forms provided by the supervisor into electronic database, as instructed; and
- Performs any other tasks as required.

#### **Education and Experience:**

- Completed secondary education. Degree in IT or statistics-related or undergoing such studies is an asset;
- Two years of experience with any data processing applications;
- Knowledge of English and local language(s) is essential;
- Good computer skills;
- Accuracy;
- Ability to work under pressure according to tight deadlines;
- Ability to work long hours and to remain focussed; 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:**

- Information processed into electronic database.