

Terms of Reference

DEPUTY HEAD, ELECTION SUPPORT TEAM (EST)

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.

The Afghan Independent Election Commission (IEC) has called Presidential and Provincial Council elections for 5 April 2014. On 24 October 2013, following an invitation from the Independent Election Commission of Afghanistan to support Afghanistan's election process, the Permanent Council passed Decision 1094 which tasks the OSCE/ODIHR to deploy an Election Support Team (EST) to Afghanistan. The OSCE/ODIHR EST will "*assist government and international efforts*" for the upcoming elections and prepare a report "*on the electoral process, based on its findings, including a set of recommendations to the Government of Afghanistan for implementation as appropriate in the post-election period, with a view to enhancing the conduct of future elections and improving Afghanistan's legal framework and procedures.*"

Objective:

Under the overall direction of the Head of the EST and in close co-ordination with the ODIHR Election Department, the Deputy Head the ODIHR EST co-ordinates the international election experts deployed within the framework of PC Decision 1094, assists the Head of the EST in his/her tasks and represents the Head of the EST as requested.

Tasks:

Electoral Expertise

- Acquire knowledge of the election law and other relevant legislation and regulations of the country where the EST is deployed;
- Acquire knowledge of the political and electoral situation in the country;
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Co-ordination

- Co-ordinate the work of all the core team analysts together with the Head of EST;
- Co-ordinate briefing, meetings and debriefing;
- Ensure that templates provided by the ODIHR are consistently used in the EST;

Reporting

- Co-ordinate the preparation of the Final Report for review by the Head of EST and according to the timeframe agreed with the ODIHR Election Adviser; and
- Remain available for consultation (by phone or email) until the Final Report is published.

Support

- Assist the Head of EST with press release and preparation for press conferences, in co-ordination with ODIHR Election Department (if applicable);
- Represent the Head of EST during his/her absence;
- Support the Head of EST in all other aspects of his/her responsibilities as required;

- Support the activity of the EST analysts as required;
- Participate in the ODIHR EST's Crisis Management Team together with the Head of EST, Security Expert, Operations Expert.

Requirements:

- University degree in international relations, law, political science, social science, management business administration or related field;
- At least six years of relevant experience in international organizations and non-governmental organizations, with participation in election observation missions organized by the ODIHR, the European Union or any other observer organizations;
- Strong background in elections and knowledge of the ODIHR election observation methodology;
- Experience in conflict or post-conflict situations are highly desirable;
- Excellent analytical and drafting skills;
- Demonstrated ability to manage and co-ordinate the work of others;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to establish and maintain effective working relations with people of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Computer literacy;
- Excellent written and oral communication skills in English with knowledge of election-related terminology. Knowledge of local language(s) is an asset;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; and
- Remain available for consultation (by phone or email) until the ODIHR EST Final Report is published.

Deliverables:

- Advice and guidance to election stakeholders, as requested;
- Draft Final Report and other reports, as requested;
- ODIHR EST archive;
- Participation in recruitment of support staff to core team, including signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.