

Terms of Reference for Positions within an EOM

Depending on a mission the members of the Core Team might be required to take on two positions.

ENEMO EOM Head of Mission

Responsible to: CEO

Job summary:

HoM leads the ENEMO mission in its ongoing election observation. He or she is responsible for the day-to-day work of the observation mission. Also, HoM represents the EOM in relations with authorities, partners, mass-media, donors and other organisations. He is ultimately responsible for all the reports prepared by the EOM staff

Main duties:

- Manages and oversees all EOM activities;
- Develops plans for EOM activities;
- Gives tasks and delegates responsibilities to EOM personnel;
- Evaluates the work of the EOM core team members;
- Conducts the EOM staff meetings;
- Coordinates preparation of election observation reports, participates in reports drafting and approves official observation reports and public statements.
- Reports to the CEO on EOM activities
- Hires/fires local staff for the EOM core team
- Approves LTO and STO deployment plans.
- Resolves conflicts between EOM personnel
- Establishes and maintains relations with authorities, partners, mass-media, donors, political parties.
- Speaks on public events and makes official statements on behalf of ENEMO EOM, and approves and helps implementation of the comprehensive PR and outreach plan.
- Ensures that the EOM activities correspond to its overall strategy.
- Ensures that EOMs expenses correspond with the budget of the mission
- Monitors and evaluates EOM participants
- Makes sure that the mission and its personnel follow Observers' Code of Conduct and standards of ENEMO election observation
- Provides timely programmatic and financial information needed by the ENEMO secretariat to report to donors.

Requirements:

- Experience with organising domestic election observation (incl. LTO and STO) at least in 8 elections in their own country

- Experience with working at international election observation mission (ENEMO, OSCE or other) as a core team member or LTO.
- Good interpersonal, organisational and communication skills, as well as conflict resolution skills and risk management skills
- Analytic abilities, good report writing skills
- Good computer skills
- Fluent knowledge of English language
- Ability to make decisions independently and work under pressure;
- Ability to work having irregular working hours.

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Deputy Head of Mission

Responsible to: Head of Mission

Job summary:

The Deputy Head of ENEMO EOM shall assist the Head of Mission in managing and coordinating ENEMO EOM activities.

Main duties:

- To coordinate the EOM's operation, communication, reporting and its day-to-day management as far as they have been delegated to the Head of Mission;
- To represent the Head of Mission in their functions during their absence and within the framework of the EOM's mandate;
- To represent and promote ENEMO at different levels;
- To support the Head of Mission in the planning and development of the Mission;
- To ensure timely and appropriate reporting, including regular operational reporting on the Mission's work to the Secretariat as well as project reporting (progress and financial reports);
- To represent the Mission on behalf of the Head of Mission at senior level meetings with the international community;
- To work closely with other election related institutions on delivering recommendations for specific capacity building tasks;
- To undertake any other tasks required by the Head of Mission;
- To participate in EOM staff meetings;
- To participate in conducting briefings for LTOs and STOs (if the STO briefings are not to be conducted in the field);

- To participate in developing reporting forms for LTOs (together with LTO coordinator);
- To examine LTO reports;
- To take part in preparation of election observation reports and statements.

Requirements:

- Experience with organising domestic election observation (incl. LTO and STO) at least in 5 elections in their own country
- Experience with working at international election observation mission (ENEMO, OSCE or other) as a core team member or LTO.
- Good interpersonal, organisational and communication skills, as well as conflict resolution skills and risk management skills
- Analytic abilities, good report writing skills
- Good computer skills
- Fluent knowledge of English language
- Ability to make decisions independently and work under pressure;
- Ability to work having irregular working hours.

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM PR Officer

Responsible to: Head of Mission

Job summary:

PR Officer is responsible for EOM relations with mass-media, and particularly for the development of the PR and outreach strategy and message development.

Main duties:

- To develop plan of EOM PR activities
- To establish and maintain contacts with local mass-media
- To create and maintain database of local mass-media
- To work closely with the PR agency on the development and implementation of the comprehensive PR strategy
- To work closely with the Head of the Mission on the development and implementation of the outreach strategy
- To participate in EOM staff meetings;
- To participate in conducting briefings for LTOs and STOs (if the STO briefings are not to be conducted in the field) and the EOM's media policy (e.g. who can talk to the press and on what topics)

- To participate in developing reporting forms for LTOs (together with LTO coordinator)
- To examine LTO reports.
- To take part in preparation of election observation reports and statements.

Requirements:

- At least 3 years of experience with work in/with mass media
- Experience with at least 4 domestic election observation missions
- Good knowledge of elections legislation in minimum 3 countries and full understanding of the international observation standards
- Experience with working at international election observation mission (ENEMO, OSCE or other).
- Good interpersonal and communication skills
- Good computer skills
- Fluent knowledge of English language
- Ability to work having irregular working hours and to work under pressure, as well as to work as member of the team and independently if needed

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Election Analyst

Responsible to: Head of Mission

Job summary: Responsible for monitoring the work of the election administration.

Main duties:

- assesses the performance of the country's election administration in the context of national legislation and other international standards;
- is the EOM's principal point of contact with the election administration and attends all meetings of the national electoral authorities;
- assesses the work of the election administration;
- monitors various stages of the election process for conformity with legal regulations and administrative procedures, including the final aggregation of results;
- is responsible for the initial development of the forms to be filled out by observers, based on a standard template; and
- works closely with the legal analyst on election-related complaints and appeals.

Requirements

- Experience with at least 4 domestic election observation missions
- Good knowledge of elections legislation of the countries in Europe and the members of ENEMO, as well as full understanding of the international observation standards
- Experience with working at international election observation mission (ENEMO, OSCE or other).
- Good interpersonal and communication skills
- Good computer skills
- Fluent knowledge of English language
- Ability to work having irregular working hours and to work under pressure, as well as to work as member of the team and independently if needed

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Legal Analyst

Responsible to: Head of Mission

Job description: Responsible for assessment of the election legislation and its application

Main duties:

- reviews the election legislation and regulations, and other legislation pertaining to elections;
- assesses the extent to which the legislation and its implementation comply with international standards, and whether national laws are applied fairly and impartially;
- follows all election-related disputes, complaints, court cases and appeals.

Responsibilities

- Experience with at least 4 domestic election observation missions
- Good knowledge of election legislation of the countries in Europe and the members of ENEMO, as well as full understanding of the international observation standards
- Experience with working at international election observation mission (ENEMO, OSCE or other).
- Good interpersonal and communication skills
- Good computer skills
- Fluent knowledge of English language

- Ability to work having irregular working hours and to work under pressure, as well as to work as member of the team and independently if needed

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Political Analyst

Responsible to: Head of Mission

Job summary: responsible for contact with candidates and political parties and other election stakeholders

Main duties:

- serves as the EOM's principal contact with candidates and political parties;
- monitors and assesses the election campaign in line with international standards, as well as with national legislation;
- establishes contacts with political parties and civil society organizations relevant to the political process;
- may also be tasked to be the main point of contact with domestic election observers and international observer groups.
- depending on circumstances, may be tasked with specific issues of concern, such as women's participation, minority issues, and civil and political rights issues;

Responsibilities

- Experience with at least 4 domestic election observation missions
- Good knowledge of election legislation of the countries in Europe and the members of ENEMO, as well as full understanding of the international observation standards
- Experience with working at international election observation mission (ENEMO, OSCE or other).
- Good interpersonal and communication skills
- Good computer skills
- Fluent knowledge of English language
- Ability to work having irregular working hours and to work under pressure, as well as to work as member of the team and independently if needed

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Media Analyst

Responsible to: Head of Mission

Job summary: Monitors and assesses the performance of the private and public electronic and print media as well as social media during the election process in line with international standards for democratic elections and national legislation.

Main duties:

- Creates and maintains database of local mass-media;
- Observes work of local mass-media: visits editorial staff of newspapers and electronic mass media; examine newspapers and TV/radio broadcasts;
- responsible for preparing a qualitative and quantitative analysis of the activities and content of the electronic and print media during the election process;
- assesses the extent to which parties and candidates have unimpeded access to the media and are not discriminated against in gaining this access, in accordance with international standards;
- monitors whether the media, and state or public media in particular, meet their responsibilities to provide balanced and neutral coverage of the electoral process;
- considers the media environment and the extent to which media are able to work freely;
- assesses whether the media provide sufficient, balanced and diverse information to enable voters to make a well-informed choice;
- analyzes relevant media legislation, the regulatory framework for the media during elections, the work of regulatory bodies and any media-related election complaints.

Requirements

- 4 years of relevant professional work experience with some experience in monitoring the conduct of media during election processes
- Experience with at least 4 domestic election observation missions
- Good knowledge of election legislation of the countries in Europe and the members of ENEMO, as well as full understanding of the international observation standards
- Experience with working at international election observation mission (ENEMO, OSCE or other).
- Good interpersonal and communication skills
- Good computer skills
- Fluent knowledge of English language

- Ability to work having irregular working hours and to work under pressure, as well as to work as member of the team and independently if needed

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Data Analyst

Responsible to: Head of Mission

Job summary: Prepares statistical analysis of key election-day findings based on observation forms completed by short-term observers (STOs).

Main duties:

- Provide advice/input in the development of the election day observation forms
- Ensure use of appropriate database and software for the statistical analysis of the election observation report forms
- Recruit, train and oversee a team of data entry clerks
- Ensure the processing of election day observation forms
- Produce a statistical analysis of the observation forms.

Requirements:

- Two to three years of relevant professional work experience at the national or international level with some experience in conducting sociological and statistical surveys, and in observing election processes
- Advanced computer skills, including knowledge of statistical software
- Ability to manage and coordinate the work of others
- Ability to work having irregular working hours and to work under pressure, as well as to work as member of the team and independently if needed
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity.
- Excellent written and oral communication skills in English.

ENEMO EOM LTO Coordinator

Responsible to: Head of Mission

Job summary:

The LTO coordinator directs LTOs activities and maintains communications between the EOM and LTOs.

Main duties:

- Develops LTO and STO deployment plans.
- Organises briefings and debriefings for LTOs during mission.
- Prepares and provides LTOs with LTO observation pack, that must include all necessary information, documents, materials (observer's manual, reporting form, reporting schedule and communication plan), and security and protocols and policies.
- Organises a briefing for STOs, provides STOs with necessary information, documents and materials (if the briefings are not to be conducted in the field).
- Establishes and maintains regular contact with LTOs.
- Develops reporting forms for LTOs (together with election analyst, legal analyst and media analyst).
- Develops reporting forms for STOs (together with election analyst).
- Gives tasks to LTOs, writes instructions to them.
- Receives information from LTOs (including observation reports)
- Schedules reporting by LTOs and STOs during observation.
- Ensures that full and timely reports from LTOs are available.
- Analyzes LTO reports and compiles summary reports
- Organises debriefings for LTOs during observation.
- Travels to the field in order to assist LTOs in their work and/or evaluate their work.
- Evaluates work of LTOs

Requirements:

- Experience with organising at least 6 domestic election observation (incl. LTO and STO) in their own country
- Experience with working at international election observation mission (ENEMO, OSCE or other) as a core team member or LTO, full understanding of the international observation standards
- Good interpersonal, organisational and communication skills
- Good computer skills
- Fluent knowledge of English language
- Ability to work having irregular working hours, under pressure and to provide risk and time management

Preferred but not obligatory:

- Knowledge of Russian language
- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Logistics Officer

Responsible to: Head of the Mission

Job summary:

Logistic officer is tasked with all issues related to the logistical operations of an EOM.

Main duties:

- Provides the EOM with suitable office premises, equipment, communications facilities.
- Identifies options for accommodation of the EOM core team members
- Finds candidatures for local staff (including local staff at the core team, drivers and interpreters for LTOs and STOs)
- Provides logistical support for the core team, LTOs and STOs arrival and departure.
- Makes arrangements for various EOM events (LTO briefing, press-conferences, etc.)
- Creates and maintains database of the local staff.
- Arrives to the country of observation few days before the rest of the core team in order to make office, equipment, communications and other arrangements (if necessary).
- Stays in the country of the observation few days after the rest of the core team in order to finish the closure of the mission (if necessary).
- Communicates with domestic ENEMO member NGOs and coordinates travel arrangements of LTOs and STOs groups.

Requirements:

- Minimum 4 years of experience with logistics and event management.
- International election observation experience.
- Excellent organisational and communication skills
- Excellent computer skills
- Fluent knowledge of English language
- Ability to work having irregular working hours and work under pressure.

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country

ENEMO EOM Security Officer

Responsible to: Head of the Mission

Job summary:

The Security Expert directs security activities within the EOM.

Main duties:

- Provides EOM staff members with comprehensive briefings including: main safety, security and health risks, areas of deployment, advice on behaviour, attitude to be adopted in accordance with cultural and social environment, advice on contact to be made with local authorities at the state level in order to ensure security for teams at all times, detailed training in terms of security equipment.
- Prepares the Mission security plan, and carry out security assessments.
- Develops the EOM security policy and protocol with the Head of Mission
- Advises the EOM on security arrangements, including private security around premises provision of escorts, Mission visibility, observer Code of Conduct.
- Plans and carries out, where appropriate, security and safety checks of HQ premises and accommodation, observer accommodation in deployment areas, car parks etc.
- Maintains daily contact with observer teams deployed on the ground.
- Ensures that safety and security procedures are enforced by all EOM members at all times and recommends appropriate courses of action to be taken by the CT in the case of infringement of these procedures.
- Establishes an EOM Security Operations Centre capable of tracking observers' vehicular movements and providing constant communication facilities between EOM HQ and observers. Maintains a communications logbook for the EOM Security Operations Centre.
- Provides the CT and the LTOs with Safety and Security Situation Report on a weekly or a daily basis.
- Advises the EOM on the safety and security conditions relevant to the deployment of observers and possible evacuation in case of emergencies.
- Assures that all EOM members follow the security procedures.
- Organizes medical trainings for observers and local staff, and provides security training for drivers.
- Establishes and maintains working relations with relevant security officers operating in the respective country such as security officers at the EU Delegation, NDI, OSCE, United Nations Security Officers and other diplomatic missions.
- Establishes an emergency/contingency response and MEDEVAC capability for the LTOs, STOs and Core Team.
- Participates in planning and implementation of election observation Missions.

Requirements:

- Experience in the field of security including related relevant experience of minimum 5 years in international missions deploying large numbers of civilian staff.
- Adequate training in a related field.
- Technical and tactical training in military, police or other security procedures and practices.
- Substantial experience in security training of civilian international and local staff, notably defensive driving and use of IT security equipment.
- Ability to collect, collate and assess information from different sources prior to disseminating relevant reports and conclusions.
- Ability to remain calm in an emergency situation; with a high sense of responsibility and confidentiality, and; initiative and good judgment.
- Courteous and tactful with ability to work effectively in a multinational and multi-cultural environment, with excellent communication and training skills.
- Demonstrated management skills as well as good interpersonal skills, with a demonstrated ability to support and liaise with civilian staff.
- Physically fit for duty.
- Proven working experience in the region, under difficult logistical and security conditions and environment.
- Experience in security training of civilian international and local staff

Preferred but not obligatory:

- Knowledge of the language of the host country
- Experience of work in the host country