

**ENEMO IEOM TO ALBANIA
2021**

Local staff:

Terms of reference for the positions:

1. Assistant to the Head of the Mission

Job summary: Assists the work of the Head of the Mission, provides translation during high level meetings and press events.

Main duties:

Provides verbal and written translation;
Types documents, reports and correspondence;
Provides assistance in organizing meetings and events, plans working time, keeps contacts, prepares documents, etc.;
Participates in staff meetings and external meetings;
Provides consecutive translation during press events;
Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);
Bachelor degree or equivalent;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystems preferred);
Excellent and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory:

Bachelors' or equivalent degree in law, political science, social science, or related field;
Good knowledge of the Moldovan political landscape and elections in Moldova;
Experience working with national election bodies, international election observation mission or Domestic election observation activity;
Public speaking experience.

2. Assistant to the Legal Expert

Summary of the job:

Provides translation and assists the Legal Expert daily work.

Main Duties:

Provides verbal and written translation;

Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;

Assists with organizing appointments, meetings, events, during mission;

Participates in staff meetings and external meetings;

Assist with preparing documents, materials (observers' manual, reporting forms, reporting schedule and communication plan);

Travels outside the capital with the Core Team members;

Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);

Bachelor's or equivalent degree in law;

Proven analytical and research skills;

Competent computer skills, including MS Office and Excel, or equivalent;

Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystem is preferred);

Excellent organization and planning skills;

Work management and prioritizing skills;

Problem solving ability;

Attention to detail;

Ability to work having irregular working hours;

Ability to work under pressure and tight deadlines;

Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Experience working with national election bodies, international election observation mission or domestic election observation activity.

3. Assistant to the Election Administration Analyst/CEC Observer

Summary of the job: Provides translation and assists the CEC Observer in his daily work and activities, assists relations between the EOM and the Central Election Commission.

Main Duties:

Provides verbal and written translation;
Translates decisions, instructions, regulations, and any other legal acts adopted by the national election authorities into English;
Drafts analysis of relevant election related acts, as required;
Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;
Participates in staff meetings and external meetings;
performs other duties as required.

Requirements:

Excellent knowledge of the English and language of the host country (written and verbal communication);
Bachelor degree or equivalent
Proven analytical and research skills, preferably in election related issues;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystems preferred);
Excellent and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Bachelors' or equivalent degree in law, political science, social science, or related field;
Experience working with national election bodies, international election observation mission or domestic election observation activity.

4. Assistant to the Deputy Head of Mission/Election Campaign Analyst

Summary of the job:

Provides translation and assists the Deputy Head of Mission/Election Campaign Analyst daily work.

Main Duties:

Provides verbal and written translation;
Provides assistance in organizing meetings and events, plans working hours, keeps contacts, prepares documents, etc.;

Assists with organizing appointments, meetings, events, during mission;
Participates in staff meetings and external meetings;
Assist with preparing documents, materials (observers' manual, reporting forms, reporting schedule and communication plan);
Travels outside the capital with the Core Team members;
Performs other duties as required.

Requirements:

Excellent knowledge of English and language of the host country (written and verbal communication);
Bachelor's or equivalent degree in law;
Proven analytical and research skills;
Competent computer skills, including MS Office and Excel, or equivalent;
Internet skills, including use of e-mail and group messaging (good knowledge and skills of the Google apps and ecosystem is preferred);
Excellent organization and planning skills;
Work management and prioritizing skills;
Problem solving ability;
Attention to detail;
Ability to work having irregular working hours;
Ability to work under pressure and tight deadlines;
Ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Preferred but not obligatory

Experience working with national election bodies, international election observation mission or domestic election observation activity.