



Vacancy Notice

For Short-term (3-4 months) Positions

Open to External Candidates

IOM, acting as service provider for the European Commission, is seeking to recruit a number of local staff for support functions assigned to the European Union Election Observation Mission (EU EOM) in Zimbabwe. All positions are short term assignments (3 to 4 months) based in Harare (or in the regions of Zimbabwe,) and offer successful applicants the opportunity to gain valuable experience of working for an International Organization.

All candidates should be non-partisan and willing and flexible to work in an environment with an intensive workload, have excellent command of English, good analytical and drafting skills and be familiar with MS Windows, Excel, and Outlook. Candidates must be willing to work flexible hours and be able to perform under tight deadlines. Female candidates are encouraged to apply.

VNE-1 Chief Observer / Deputy Chief Observer Assistant (1 Position)

Under the overall supervision of the Deputy Chief Observer (DCO) of the EU EOM, the **CO/DCO Assistant** will ensure the effective and efficient functioning of the office and work in close collaboration with internal partners/agencies to ensure efficient flow of information and actions on instructions. Essential functions include arrangement of appointments and meetings, contacting and liaising with high-ranking representatives and officials, acting as interpreter and/or taking minutes as and when required, follow up of deadlines and commitments made, preparation of informal translations and any other duties assigned by the CO/DCO.

Desirable qualifications include a degree or appropriate higher education qualification and at least 4 years of experience (preferably in International NGOs or International Organizations). Excellent English communication skills are essential. Any other local language would be an asset.

VNE-2 Election Analyst Assistant (1 Position)

Under the overall supervision of the Election Analyst, the **Election Analyst Assistant** will perform the following tasks: Translate and analyse the election legislation and documents, arrange meetings with high-ranking officials, interpret and take minutes of meetings, gather, and analyse information, assist in the preparation of reports, and any other duties assigned by the Election Analyst.

Desirable Qualifications include: Degree in Election Law, Administrative Law, Election laws, regulations and procedures, voter registration and voter education or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs), experience in the interpretation and application of Nigeria Election Laws. Excellent English communication skills are essential. Any other local language would be an asset.

VNE-3 Legal Analyst Assistant (1 Position)

Under the overall supervision of the Legal Analyst, the **Legal Analyst Assistant** will perform the following tasks: Translate and analyse the election legislation and documents, arrange meetings with high-ranking officials, interpret and take minutes of meetings, gather, and analyse information, assist in the preparation of reports, and any other duties assigned by the Legal Analyst.

Desirable Qualifications include: Degree in Political Science, Human Rights laws, regulations and procedures, or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communication skills are essential. Any other local language would be an asset.

VNE-4 Political Analyst Assistant (1 Position)

Under the overall supervision of the Political Analyst of the EU EOM, the **Political Analyst Assistant** will provide technical and administrative assistance in the analysis of the political situation taking into consideration the country's history, the most recent political development, the existing legal framework, other legal documents relevant to the election process. Arrange meetings with high-ranking officials, with political parties, candidates, civil society, and any other party as requested by the Political Analyst; Interpret and take minutes of meetings.

Desirable Qualifications include: Degree in Law, Political Science, or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communication skills are essential. Any other local language would be an asset.

VNE-5 Press Officer Assistant (1 Position)

Under the supervision of the Press Officer, the **Press Officer Assistant** will provide technical and administrative support to the Press Officer. This will involve assisting with press relations, establish and maintain contact with the local and international media, a basic daily media digest of political and election related items for the EU EOM. Assist in the preparation of a written report on the media for the Final Report. Any other tasks as may be required by the Press Officer.

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Any other local language would be an asset.

VNE-6 Media Analyst Assistant (1 Position)

Under the supervision of the Media Analyst, the **Media Analyst Assistant** will provide technical and administrative support to the Media Analyst such as providing the information on the campaign and the media, monitoring the political content of media.

Assist in the preparation of a written report on the media for the Final Report. Any other tasks as may be required.

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English and the ability to work in a team are essential. Any other local language would be an asset.

VNE-7 Social Media Analyst Assistant (1 Position)

Under the supervision of the Social Media Analyst, the **Social media Analyst Assistant** will provide technical and administrative support to the Social Media Analyst such as providing the information on the campaign and the social media and monitoring the political content of media. Assist in the preparation of a written report on the social media for the Final Report. Any other tasks as may be required.

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Any other local language would be an asset.

VNE-8 Observer Coordinator/Deputy Observer Assistant (2 Positions)

Under the supervision of the Observer Coordinator, the **Observer Coordinator/Deputy Observer Assistant** will support the Observer Coordinator/Deputy Observer Coordinator in managing the Observers. Candidates for the post of Observer Coordinator/Deputy Observer Coordinator Assistant should have good sense of organisation and strong logistic skills. Candidates should be self-starters, able to work in a team as well as take responsibility for a range of tasks under the supervision of the Coordinators. Candidates should be ready to work under time pressure within very flexible working hour's scheme. Desirable Qualifications include: Degree in Administration or related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills are essential. Any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

VNE-9 Data Analyst Assistant (1 Position)

Under the supervision of the Data Analyst, the **Data Analyst Assistant** will support the Data Analyst in the design of analytical tools for the treatment of key election findings based on observation data collected by Observers. Candidates should be ready to work under time pressure within very flexible working hour's scheme.

Desirable Qualifications include: Degree in Mathematics, Statistics or related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent understanding of statistical software programs and English communication skills are essential. Any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

VNE-10 Media Monitor (4 positions)

Under the direct supervision of the Media Analyst, the **Media Monitor** will assist with the following tasks: Monitor a sample of local media using the methodology provided by the Media Analyst. Analyse daily a sample of local Media (TV, radio, newspapers, etc) to measure time and assess tone devoted to political parties and candidates. Daily data entry

of the findings. Give when needed information on the general media landscape. Any other tasks as may be required. Candidates should have previous media/press and website design experience.

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Any other local language would be an asset.

VNE-11 Social Media Monitor (4 positions)

Under the direct supervision of the Social media Analyst, the **Social Media Monitor** will assist with the following tasks: Monitor a sample of local media using the methodology provided by the Social Media Analyst. Analyse daily a sample of local Social Media (TV, radio, newspapers, etc) to measure time and assess tone devoted to political parties and candidates. Daily data entry of the findings. Give when needed information on the general social media landscape. Any other tasks as may be required. Candidates should have previous media/press and website design experience.

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Any other local language would be an asset.

VNE-12 Human Rights Analyst Assistant (1 position)

Under the overall supervision of the Human Rights Analyst, the **Human Rights Analyst Assistant** will perform the following tasks:

Support the assessment and the provision of technical input, analysis and recommendations on issues relating to the right to defend human rights, freedom of expression as well as proposed reforms relating to combatting impunity for serious human rights violations. Support the research processes on the application of human rights standards in laws, public policies and action plans related to freedom of expression, the rights to defend human rights, accountability, and due process, amongst other issues. Assists the preparation of concept papers, briefs, and reports for both internal and external use. Liaises with authorities from the three branches and national human rights institutions to enhance awareness and implementation of human rights standards related to freedom of expression, the rights to defend human rights, accountability, and due process. Monitors media and documents cases of attacks against human rights defenders and journalist, as well the State's response to these, with particular emphasis on the investigation of these attacks and the protection awarded. Liaises with human rights defenders, civil society actors (including academia) for awareness raising activities for the relevant human rights standards and for future coordination of relevant actions.

All other duties as assigned by the Supervisor and in context of the project.

Desirable qualifications include degree in law, political sciences, international relations, social sciences, or any other discipline related to human rights, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Any other local language would be an asset.

VNE-13 Project Manager Assistant (1 Position)

Under the overall supervision of the Project Manager, the **Project Manager Assistant** will ensure the effective and efficient functioning of the office and work in close collaboration with internal partners/agencies to ensure efficient flow of information and actions on instructions. Essential functions include the arrangement of appointments and meetings, contacting and liaising with high-ranking representatives and officials, acting as interpreter and/or taking minutes as and when required, follow up of deadlines and commitments made, preparation of informal translations and any other duties assigned by the Project Manager.

Desirable qualifications include a degree or appropriate higher education qualification and relevant experience of 3 years (preferably in International NGOs or International organizations). Excellent English communication skills are essential. Any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

VNE-14 Logistics Expert Assistant (2 Positions)

Under the overall supervision of the Operations Expert, the **Operations Expert Assistant** will perform operations and administrative activities relative to the operational aspects of the project such as transport of personnel and cargo by land and air (car fleet supervision, flight booking and shuttle service), logistics and procurements (purchases of goods/services with suppliers, supervision of diverse kits and briefing packs assembling) etc. in close collaboration with the EU EOM office in Nigeria to ensure the efficient implementation of all instructions.

Desirable qualifications include a degree or appropriate higher education qualification and relevant experience of 3 years (preferably in International NGOs or International Organizations). Excellent English communication skills are essential. Any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

VNE-15 Security Expert Assistant (1 Position)

Under the overall supervision of the (Deputy) Security Expert, the (Deputy) **Security Expert Assistant** will support the (Deputy) Security Expert in his responsibility to establish appropriate safety and security arrangements for the mission and its mission members, and in providing instructions and guidance on the safety of EU observers. The assistant will support in establishing and maintaining working relations with relevant security personnel operating in the host country, such as security officers at the EU Delegation and Member States representations in the host country and the region, United Nations Security Officers, in particular UNDSS, and other diplomatic missions. Under the guidance of the Security Expert, the (Deputy) Security Expert Assistant will assist in analysing the risk, security procedures and evacuations overall context in Nigeria with particular emphasis on the electoral process. The Assistant will facilitate liaison with the various host government agencies such as police, military, and security agencies, and should have an excellent understanding of the security environment throughout the country.

Desirable qualifications include: Military / Police background or any related field and three years of working knowledge with International NGOs. Candidates should demonstrate experience and interest in information gathering, risk analysis, advising procedures, contacts with the Security authorities and report writing. The Security Expert Assistant should therefore have good analytical and drafting skills. The candidate should

have the ability to work long hours and have good security knowledge of the country. Excellent English communication skills are essential. Any other local language would be an asset.

VNE-16 Contracts & Finance Expert Assistant (2 Positions)

Under the overall supervision of Finance & Contracts Expert, the **Contracts & Finance Expert Assistant** will perform the following tasks: Facilitate the administration arrangements for the mission in close collaboration with the Finance & Contracts Expert; Ensure that briefings from IOM cover all areas relevant to the observers including the administration. Assist in the recruitment of local staff and prepare contracts/payroll according to IOM and EC regulations; goods receipt of purchased items, invoice verification and ensure proper archiving of financial or invoice related documentation. Assist in doing accounting and treasury entries. Assist in establishing smooth and transparent cooperation with mission experts. Assist in planning and organization of the deployment of the international staff and related disbursement of cash advances. She/he will participate in staff briefings, debriefings and team meetings as required and perform any other duties that may be required.

Desirable qualifications include a degree in Business Administration or related field. The candidate must have at least 3 years professional experience performing similar functions in an International Organization or NGO. The candidate must be willing to work flexible working hours and under tight deadlines. Excellent English communication skills are essential. Any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

VNE-17 IT Expert Assistant (2 Positions)

Under the overall supervision of the IT Expert, the **IT Expert Assistant** will be responsible for assisting the IT Expert to: install, configure the LAN equipment and software to full operational capacity; prepare and implement all the necessary hardware/software configurations for full operation as a top-level LAN including workstations, file servers etc.; provide day to day administration, operation and maintenance of the office network, servers, as well as computers, including hardware and software; perform other functions/tasks when required.

Desirable qualifications include an IT degree or appropriate higher education qualification and relevant experience of at least 3 years (preferably in International NGOs or International Organizations). Excellent English communication skills are essential. Any other local language would be an asset.

VNE-18 Security Operations Room Operator (6 Positions)

Under the overall supervision of the Security Expert, the **Security Operations Room Operator** would mostly be dealing with the in-out movements of vehicles on a 24h/7day basis and be prepared to be willing to work shifts. The tasks will include: Making sure that all the Observers are providing timely information about their movement and keep track of all the observers; Helping and assisting the Observers in case of need. The Operator will have to maintain good coordination with the Security Expert and pass all the relevant information.

Desirable qualifications: Candidates require excellent computer skills and good technical radio operation skills. Knowledge of call signs used by the UN would be an asset. Candidates must have relevant professional experience of at least 2 years in these areas.

Excellent English (notably in writing) communication skills are essential. Any other local language would be an asset. Fluency in any other local language would be an asset.

VNE-19 Receptionist / Secretary (1 Position)

Under the overall supervision of the Project Manager, the **Receptionist / Secretary** will maintain and implement protocol procedures. She/he prepares high quality briefing materials for supervisors' appointments, meetings, and missions. Ability to prepare informal translations and manage core team missions and representation schedule is requested. The candidate must be able to drafts correspondence, directives, and making follow up when required. As Receptionist she/he will screen all incoming calls and correspondence, present proposals to eliminate communication bottlenecks in the office and streamline office procedures between the core team office and the subordinate units. She/he will maintain and update rosters of high-level partners and telephone lists, coordinate the information flow in the office, follow on circulation files. She/he will perform other duties as assigned.

Desirable qualifications include a degree in Business Management or related field, relevant professional experience of at least 2 years (preferably with International Organizations or NGOs). Excellent English communication skills are essential. Fluency in any other local language would be an asset.

VNE-20 Data Entry Clerk (4 Positions - 6 working days in total)

Under the overall supervision of the Data Analyst, the **Data Entry Clerk** will support the Data Analyst in processing election observation forms received from observers on Election Day, in support of the design of analytical tools for the treatment of key election findings. Candidates should be ready to work under time pressure within very flexible working hour's scheme.

Desirable qualifications: Candidates should have a good understanding of statistical software and have experience in data entry processing (candidates will be tested for their understanding of data entry processing). Excellent English communication skills are essential. Proficiency in word processing and other Microsoft software required. The 9 working days will be centred around Election Day.

VNE – 21 Liaison Officer Assistant (2 Positions)

Under the overall supervision of the Liaison Officer, the **Liaison Officer Assistant** will support the Liaison Officer in conducting its field activities under the guidance and instructions set by the Operations Expert and Security Expert, such as establishing contacts with local authorities at capital level and in all regional capitals; coordinate with national authorities (police, army, civil society, MPs, district level, mayors of communes, or others), closely monitor security/safety risks associated with observer deployment at the local level; which may involve travel around the country; arrange for operational requirements at field level. Other duties as assigned.

Candidates must be available for extensive field deployment assignments. Candidates should have a very good understanding of the overall security situation throughout the country and be able to advise LOs accordingly. Previous experience in a police, military or corporate security related function, although not essential, is desirable.

Desirable qualifications include a degree or appropriate higher education qualification and relevant experience of 3 years (preferably in International NGOs or International Organizations). Excellent English communication skills are essential. Fluency in any

other local language would be an asset. Proficiency in word processing and other Microsoft software required.

VNE - 22 LTO Assistant – (23 Positions)

Under the direct supervision of the Long-Term Observers (LTO) Team and the overall coordination of the Observer Coordinators, the **LTO Assistant** will support the Observers in their area of responsibility (AOR) for the following:

- to facilitate the interface and the establishment of contacts between Observers and local authorities and civil society
- to assist in making contacts and setting up meetings for LTOs
- to provide interpretation as required, from local languages to English, and vice versa.
- to interpret expertly during meetings, conference, and other events, when necessary
- to help on administrative and logistic tasks of the Observers when required
- to assist the Observers in monitoring regional medias within the area of responsibility of the Observers team (local radios and newspapers)
- Other duties as assigned by the Observers.

Desirable qualifications include a degree or appropriate higher education qualification and at least 3 years of experience (preferably in International NGOs or International Organizations). Excellent English communication skills are essential, as well as knowledge of the local languages of their AOR. Candidates should be representative of the demographics of their AOR.

Candidates must demonstrate an excellent capacity to work and interface with local authorities and have an extended knowledge of their area of responsibility (AOR). Candidates must have their residency in the place they will assist. No per diem nor residency indemnity will be paid.

VNE - 23 STO Assistant – (22 Positions)

Under the direct supervision of the Short-Term Observers (S TO) Team and the overall coordination of the Observer Coordinators, the **STO Assistant** will support the Observers in their area of responsibility (AOR) for the following:

- to facilitate the interface and the establishment of contacts between Observers and local authorities and civil society
- to assist in making contacts and setting up meetings for STOs
- to provide interpretation as required, from local languages to English, and vice versa.
- to interpret expertly during meetings, conference, and other events, when necessary
- to help on administrative and logistic tasks of the Observers when required
- to assist the Observers in monitoring regional medias within the area of responsibility of the Observers team (local radios and newspapers)
- Other duties as assigned by the Observers.

Desirable qualifications include a degree or appropriate higher education qualification and at least 3 years of experience (preferably in International NGOs or International Organizations). Excellent English communication skills are essential, as well as knowledge of the local languages of their AOR. Candidates should be representative of the demographics of their AOR.

Candidates must demonstrate an excellent capacity to work and interface with local authorities and have an extended knowledge of their area of responsibility (AOR). Candidates must have their residency in the place they will assist. No per diem nor residency indemnity will be paid.

Assistants will be deployed in the following AORs – based in the following cities:

Harare, Kadoma, Chinhoyi, Bindura, Mount Darwin, Mutoko, Marondera, Chivhu, Juliasdale, Rusape, Mutare, Masvingo, Chiredzi, Gwanda, Bulawayo, Victoria Falls, Shurugwi, Gweru, Kwekwe

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All Applications except for the VNE 22 LTO Assistant & VNE 23 STO Assistant should be submitted **by email** to ueomzimbabwe2023recruitment@iom.int as soon as possible and **latest by 9 July 2023 clearly stating the position VNE number.**

Application for the VNE 22 LTO Assistant & & VNE 23 STO Assistant should be submitted **by email** to ueomzimbabwe2023recruitment@iom.int as soon as possible and **latest by 14 July 2023 clearly stating the position VNE number.**

Each application should include a CV and short application letter **in English only**, plus **full contact details**. Only short-listed candidates will be contacted. Immediate availability to start working is required.