



VACANCY NOTICE FOR TECHNICAL AND SUPPORT STAFF POSITIONS FOR EISA-ELECTION OBSERVER MISSION TO LIBERIA 2023 PRESIDENTIAL AND HOUSE OF REPRESENTATIVES ELECTIONS

Electoral Institute for Sustainable Democracy in Africa (EISA), acting as an implementing partner for USAID, is seeking to recruit technical and administrative staff for support functions assigned to the EISA Election Observation Mission (EISA- EOM) to Liberia. The EISA-EOM is meant to assess the integrity of the Liberia 2023 Presidential and House of Representatives elections through the deployment of an EISA Election Observer Mission project, covering eighteen months from December 1, 2022, to May 31, 2024. All positions are national, project-based assignments based in Monrovia and offer successful applicants the opportunity to gain valuable experience working for a regional organization in the field of elections and democracy.

All candidates should be non-partisan and willing and flexible to work in an environment with an intensive workload, have an 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.

All posts below are in-office positions based in Monrovia, Liberia for fixed contract periods extending no later than May 31, 2024. EISA reserves the right not to appoint to any position advertised at its discretion.

About EISA:

EISA is a continental not-for-profit organization located in Johannesburg, South Africa, and Abidjan, Cote d'Ivoire with field offices in the Central African Republic, Democratic Republic of Congo, Gabon, Madagascar, Niger, Chad, Liberia, and Sudan. EISA has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa.

SECURITY SPECIALIST

S/he will have primary responsibility for conducting a security assessment; developing and implementing emergency response and security communications plans; and liaising with key government and security officials. S/he will ensure the security of the Field Office personnel, observers, materials and equipment are maintained.

The Security Specialist should coordinate closely and share information with the Legal and Gender and Social Inclusion Analysts. S/he will work under the supervision of the FOD and Election Expert and will:

- Provide security input on the observer deployment plan and work closely with the Observers Coordinator and FOD to monitor the security of deployed observers and support their movements and safety.
- Train LTOs, STOs and drivers in security protocols and equipment, evacuation plans and departure procedures, which will be implemented as needed throughout and after the EISA- EOM.
- Track the evolving security environment, updating security procedures and troubleshooting security-related concerns as necessary.
- Take responsibility for the use of appropriate communications technology and enactment of security protocols during deployment.
- S/he will have seven to ten years of relevant security background and demonstrated experience managing security operations in an EOM or similar context, preferably in Liberia.
- Perform any other duty required for the good functioning of the EISA- EOM.

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 Liberia. Excellent English communication skills are essential. Fluency in the local language would be an asset.

Applications with relevant CV, two professional references and specifying the position being applied for in the subject line should be sent to zahira@eisa.org by not later than 30 December 2022. Only shortlisted candidates will be contacted. All positions are open to Liberian citizens only. EISA is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply. EISA reserves the right not to appoint.