



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.

MISSION ASSISTANT

S/he provides direct support to EISA-EOM, including LTO and STO recruitment, logistics, administrative support and Popola data collection activities. The Mission Assistant supports the administration and implementation of the EISA-EOM, including assisting the core team.

S/he will work under the supervision of the Election Expert and will:

- Coordinate travel long-term observers (LTOs) and short-term observers (STOs).
- Maintain spreadsheets of arrivals, departures, visas, and additional information.
- Collect necessary paperwork from the STOs.
- Maintain mission contact lists.
- Help to prepare briefing materials for mission participants and assist with the distribution of materials ahead of the LTOs and STOs missions.
- Support LTO, STO and mission leadership airport pickups and drop-offs.
- LTO and STO briefings and communications; news briefings, daily briefing materials, news clips and leadership support.
- Support distribution and collection of deployment supplies.
- Perform any other duty required for the good functioning of the EISA- EOM.

Desirable qualifications include: A Bachelor's degree, or a high school diploma or equivalent and three years of administrative experience; familiarity with election monitoring and/or democratic governance programming; experience in supporting and backstopping field offices and international programs, and coordinating travel and logistics; experience and faculty with Office365 applications, including Excel, Word, Teams, SharePoint, and others; ability to communicate orally and in writing; exhibit cross-cultural understanding; work within a team, and maintain professionalism at all times.

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.