

Terms of Reference

MEDIA MONITOR

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

Under the supervision of the Media Analyst, the Media Monitor assists the Media Analyst to perform his/her duties. S/he reports directly to the Media Analyst.

Main Tasks and Responsibilities:

- Monitors and analyze programmes and articles related to electronic and print media on the national and regional levels based on the training provided by the Media Analyst;
- Assesses and produce findings on time and space allocated to all election contestants as well as the time/space allocation given to all the relevant political entities and relevant election-related topics;
- Enters data related to electronic and print media monitoring into a computer programme designed by the Media Analyst;
- Arranges meetings for the Media Analyst with public officials, journalists and media representatives and provides interpretation, as requested;
- Translates newspaper articles and broadcast news items and programmes as requested; and
- Performs other duties as required.

Education and Experience:

- Completed secondary education. A degree in journalism, political communication, political science, social sciences, or related field is an asset;
- Five years of relevant working experience. Experience in national election administration, international organizations or non-governmental organizations is an asset;
- Knowledge of local language(s) is essential;
- Excellent written and oral communication skills in English;
- Tact, discretion and diplomacy;
- Ability to work long hours and under pressure; and
- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Deliverables:

- Monitoring of TV and press.