

## **Electoral Complaints Expert**

### **Responsibilities:**

- Assess the status of systems and procedures in place to manage electoral complaints for the ..... elections;
- Identify and address any legal or procedural needs;
- Provide expert guidance and / or training for Electoral Commission's (EC) staff members involved in the handling of electoral complaints;
- Work closely with national counterparts to assist the timely and legal management of electoral complaints;
- Meet and communicate regularly with key EC and international electoral assistance staff;
- Research and perform presentations on electoral issues as needed;
- Report urgent issues as raised by the EC ;
- Submit periodic and event driven reports as required;
- Monitor the electoral complaints processes;
- Perform other duties as assigned.

### **Qualifications:**

- Minimum of ..... years experience with electoral administration and legal experience, preferably directly related to electoral complaints management
- Demonstrated track record for managing electoral complaints processes and working effectively with national counterparts;
- Preferred ability to formulate formal and informal training programs.
- Team player with excellent interpersonal, intercultural, and representational skills.
- Excellent verbal and written communication skills.
- Strong report writing and information organization skills.
- International experience required; experience working in post-conflict and hardship environments is strongly preferred.
- Fluency in .....(spoken and written) required.
- Familiarity with the ..... region highly preferred.