



## 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.*

### **LEGAL ANALYST**

S/he will be responsible for engaging with key elections and governmental stakeholders to assess the Liberian legal framework for elections and its application during the pre-election, campaign and post-election period, as well as electoral challenges and dispute resolution. The assessment will be in accordance with international and regional commitments and obligations applicable to democratic elections, taking into consideration the country's Constitution and relevant election-related laws and regulations as well as any legislation/regulation governing other aspects of public life and fundamental rights and freedoms impacting electoral processes. He/she provides legal analysis and strategic advice to the EISA-EOM on substantive issues, including electoral stakeholders' conduct in accordance with constitutional and international obligations for elections, and will serve as the mission's liaison to the applicable judicial bodies and any other duties assigned by the Field Office Director (FOD).

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

- Ensure that the FOD, Election Expert, and core team members are aware of international regional, and national commitments and obligations for Liberia elections.
- Comprehensively analyze national legislation, in particular concerning universal and equal suffrage, the right to vote and to stand as a candidate, conditions for the exercise of fundamental freedoms of expression/association/assembly/movement, constituency delimitation, election administration, voter registration, political party registration and finance, candidate registration, campaign, media, gender and

social inclusion (in conjunction with the Gender and Social Inclusion Analyst), voting, counting and tabulation, complaints and appeals.

- In coordination with the FOD and Election Expert, assess compliance of Liberia's legislation with its international and regional commitments and obligations for democratic elections.
- Categorize and maintain in a database all election-related complaints and appeals, filed by parties, candidates, voters, or other stakeholders.
- If open to observers, attend important election administration meetings.
- Meet regularly with judicial and other relevant bodies and attend court hearings relating to complaints and appeals.
- Monitor and assess the treatment of electoral offenses by the NEC, Police, and the Courts.
- Liaise with international organizations and agencies as well as with domestic NGOs specialized in legal issues.
- Analyse legal information collected by LTOs and other core team members.
- Brief mission members on important legal issues.
- Suggest relevant questions to be included in LTO weekly report templates.
- Participate in observer briefings, debriefings, and team meetings.
- Contribute to the preparation of interim reports, the preliminary statement, and the final report. This includes amending/re-writing draft contributions after receiving FOD feedback.
- Contribute to the internal report, including suggestions for methodological improvements and information on possible areas of technical assistance.
- Perform any other duty required for the good functioning of the EISA- EOM.

***Desirable qualifications include:*** A degree in Political Science, Human Rights laws, regulations and procedures, or a 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. 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](mailto:zahira@eisa.org) by not later than 13 February 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.***