

OSCE/ODIHR

Election Expert Database

Frequently Asked Questions

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How is an ODIHR Election Observation Mission composed?

An ODIHR election observation mission (EOM) consists of a core team of experts, long-term observers (LTOs), and short-term observers (STOs). Other ODIHR observation activities (limited observation missions, election assessment missions and election expert teams) comprise a smaller number of mission members.

Candidates for all positions must be citizens of [OSCE participating States](#), excluding the country where the election is taking place.

ODIHR's [Election Observation Handbook: 6th Edition](#) explains in greater detail the format and composition of ODIHR election-related activities and provides a complete overview of the ODIHR election observation methodology.

Individuals interested in joining ODIHR observation activities, including as core team experts and seconded and funded observers, are required to create an account and fully complete their profile in the [OSCE/ODIHR Election Expert Database](#).

Who manages the recruitment for ODIHR election observation activities?

The recruitment of all [core team experts](#) is managed directly by ODIHR. In addition, a limited number of [funded long-term observers](#) may be directly recruited by ODIHR.

The recruitment of [seconded long- and short-term observers](#), as well as a limited number of [funded short-term observers](#), is managed by national focal points in the OSCE participating States.

The recruitment of [local support staff](#) is managed by the core team of each observation activity.

Nominations for participants in [ODIHR observer training](#) courses are pre-selected by focal points, and the final selection is made by ODIHR.

Who can be recruited as a core team expert?

The core team is composed of 10 to 15 international experts, depending on the size of the mission and the specific needs of the OSCE participating State to which a mission is deployed, and includes both analysts and operations experts. Their assignments typically vary between 2 and 8 weeks. Candidates for all positions must be citizens of [OSCE participating States](#), excluding the host country.

Experts are selected through an open recruitment procedure, based on their qualifications and experience according to the responsibilities and requirements stipulated in the terms of reference for each position. To ensure balance and diversity, ODIHR considers nationality and gender in the team's composition.

See also: [How do I apply as core team expert?](#)
[Behind OSCE/ODIHR Election Observation Missions \(video\)](#)

Who can be seconded as a long-term or short-term observer?

Depending on the format of the observation activity, OSCE participating States may be requested to second a certain number of LTOs and STOs. Candidates must be citizens of [OSCE participating States](#), excluding the host country.

To promote geographic diversity among observers, each participating State may second up to a maximum of 15 per cent of the total number of requested LTOs or STOs. The seconding state is responsible to cover the costs of its observers.

See also: [How do I apply as seconded long-term or short-term observer?](#)
[OSCE/ODIHR Short-Term Election Observers \(video\)](#)

Who can be recruited as a funded long-term or short-term observer?

In addition to seconded observers, ODIHR may recruit a limited number of funded LTOs and STOs from eligible countries through its Diversification and Sustainability funds, depending on need and available resources. The funds are based on voluntary extra-budgetary contributions by OSCE participating States. Application and selection procedures differ for LTOs and STOs.

The **Diversification Fund** aims to further enhance the diversity and geographical balance of ODIHR missions, by offering the opportunity for participation of election observers from 17 eligible participating States on a rotational basis:

Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kazakhstan, Kyrgyzstan, the former Yugoslav Republic of Macedonia, Moldova, Mongolia, Montenegro, Serbia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

The **Sustainability Fund** can be activated to bridge the gap between the number of observers requested by ODIHR and the number seconded by participating States. This may allow the participation of observers from a broader range of states, but eligibility requirements vary depending on the mission.

See also: [How do I apply as funded long-term observer?](#)
[How do I apply as funded short-term observer?](#)

Who can be recruited as local support staff?

A key component of every mission is its locally-recruited support staff. Local staff serve as interpreters, drivers, and as programmatic or administrative assistants to international personnel. In general, each member of the core team has one assistant. Some activities — especially media monitoring and logistical support — often require several assistants. Each LTO team and STO team is assisted by an interpreter and a driver, recruited in the regions where observer teams are deployed.

See also: [How do I apply as local support staff?](#)

Recruitment Process

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How do I apply as a core team expert?

Recruitment notices are posted on ODIHR's Elections webpage, generally following the publication of a Needs Assessment Mission report. Candidates can apply for a maximum of two core team positions. In some cases ODIHR may recruit experts directly from the database; interested experts are therefore encouraged to regularly update their profiles.

To join ODIHR election activities as a core team member:

1. Create an account in the [Election Expert Database](#).
2. Complete [your profile](#) with your personal information, education, professional experience, and training.
3. Visit the ODIHR [Elections webpage](#) or use the database to be informed about core team vacancies for which you are eligible.
4. [Apply](#) through the database for a maximum of two core team positions per mission.
5. Shortly after the application deadline, you will receive a notification informing you of the [result](#) of the selection.
6. If selected, [register](#) as soon as possible to the specific mission through the database, including information and documents needed to arrange your travel and accreditation.
7. At the end of the assignment, your profile is automatically updated to reflect your participation in the mission.

How do I apply as a seconded long-term or short-term observer?

ODIHR does not directly manage the recruitment of seconded observers. Information on national procedures for recruiting observers can be requested from national election observation [focal points](#). Applications for seconded observer positions are not sent through the Election Expert Database. In order for their candidacy to be considered by the national focal point, all potential observers are required to create a personal account on the Election Expert Database.

To join ODIHR election activities as seconded observer:

1. Create an account in the [Election Expert Database](#) before submitting an application to your national focal point.
2. Complete [your profile](#) with your personal information, education, professional experience, and training. You need a completed profile to be selected.
3. [Share](#) your profile with your national focal point.
4. Contact your focal point to be informed about vacancies for seconded observers.
5. Submit your application to your focal point, which is responsible for the application and selection process. *Note - Applications for seconded observer positions are not sent through the expert database.*
6. If selected, register as soon as possible to the mission through the expert database, including information and documents needed to arrange your travel and accreditation. Depending on national procedures, your focal point may ask you to [register](#) using the expert database or a different method.
7. At the end of the assignment, your profile is automatically updated to reflect your participation in the mission.

How do I apply as a funded long-term observer?

Funded LTOs are recruited directly by ODIHR. If a need of funded LTOs is anticipated, vacancies are published on the Election Expert Database alongside core team positions and are only visible for [nationals of eligible countries](#). Interested candidates can apply through the database to express their availability. The posting of potential vacancies does not guarantee that a selection process will take place, as the final decision to utilize funded LTOs is taken based on need and available resources shortly before deployment.

To join ODIHR election activities as a funded LTO:

1. Create an account in the [Election Expert Database](#).
2. Complete [your profile](#) with your personal information, education, professional experience, and training.
3. Visit ODIHR [Elections webpage](#) or use the database to be informed about funded LTO vacancies for which you are eligible.
4. [Apply](#) through the database.
5. Shortly after the application deadline, you will receive a notification on the [result](#) of the selection.
6. If selected, [register](#) as soon as possible to the mission through the database, including information and documents needed to arrange your travel and accreditation.
7. At the end of the assignment, your profile is automatically updated to reflect your participation in the mission.

How do I apply as a funded short-term observer?

Funded STOs are selected by participating States, generally by the same focal point that manages the selection of seconded observers. Information on national procedures on funded STOs can be requested from national [focal points](#). Applications for funded STOs observer positions are not sent through the Election Expert Database. In order for their candidacy to be considered by the national focal point, all potential observers are required to create a personal account on the Election Expert Database.

To join ODIHR election activities as funded STO:

1. Create an account in the [Election Expert Database](#).
2. Complete [your profile](#) with your personal information, education, professional experience, and training. You need a completed profile to be selected.
3. [Share](#) your profile with your national focal point.
4. Contact your focal point to be informed about vacancies for funded STOs.
5. Submit your application to your focal point, which is responsible for the application and selection process. *Note - Applications for seconded observer positions are not sent through the expert database.*
6. If selected, [register](#) as soon as possible to the mission through the expert database, including information and documents needed to arrange your travel and accreditation.
7. At the end of the assignment, your profile is automatically updated to reflect your participation in the mission.

How do I apply as local support staff?

Recruitment notices are posted on the ODIHR [Elections webpage](#). Candidates can apply by sending their curriculum vitae to the dedicated e-mail address.

Note – this process is not managed through the Election Expert Database.

Training Opportunities

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Does ODIHR offer training opportunities for election observers?

ODIHR has developed an [e-learning course](#) to assist OSCE participating States in training their potential observers. The course is free and open to anyone interested in learning about ODIHR's election observation methodology. ODIHR strongly encourages all interested observers to undertake the course.

ODIHR also organizes [in-person training courses](#) for LTOs and STOs, for which only nationals of countries eligible under the Diversification Fund can be selected.

In addition, ODIHR supports training efforts of OSCE participating States by sending qualified trainers to their courses. Information on courses organised at the national level can be requested from national [focal points](#).

Who can participate in ODIHR in-person training for election observers?

ODIHR organizes in-person training courses for LTOs and STOs as part of its effort to diversify the geographical composition of its observation missions and enhance the quality of deployed observers. Courses are financed by generous extra-budgetary contributions of the OSCE participating States and only nationals of countries eligible for Diversification Fund can be selected:

Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kazakhstan, Kyrgyzstan, the former Yugoslav Republic of Macedonia, Moldova, Mongolia, Montenegro, Serbia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

See also: [How do I apply as a participant in an ODIHR training course for election observers?](#)

How do I apply as a participant in an ODIHR training course for election observers?

Participants in ODIHR training are pre-selected by participating States of [countries eligible for Diversification Fund](#). Information on relevant national procedures can be requested from national [focal points](#).

To join an ODIHR election observer training:

1. Create an account in the [Election Expert Database](#).
2. Complete [your profile](#) with your personal information, education, professional experience, and training. You need a completed profile to be nominated as a training participant.
3. [Share](#) your profile with your national focal point.
4. Contact your focal point to learn about vacancies for an ODIHR observer training.
5. Submit your application to your focal point. Participating states collect applications for training based on specific national procedures, and are responsible for pre-selecting the participants. ODIHR makes the final selection. *Note - Applications for seconded observer positions are not sent through the expert database.*
6. If selected, [register](#) as soon as possible to the mission through the expert database, including information and documents needed to arrange your travel.
7. At the end of the training, your profile is automatically updated to reflect your participation in the training.

Election Expert Database

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Why an ODIHR Election Expert Database?

ODIHR has developed an [Election Expert Database](#) to manage recruitment and registration processes for all its election observation activities. The new database is designed to further increase the transparency and efficiency of recruitment processes as well as to monitor the geographical and gender balance of election mission staff.

How will ODIHR use the database?

ODIHR will use the expert database to:

- Manage ODIHR election-related recruitment and registration processes for election observation activities;
- Receive from participating States nomination and registration data of seconded observers in an efficient and accurate manner;
- Maintain a comprehensive record of all ODIHR election experts and observers, including statistics on geographical representation and gender balance;
- Further increase the efficiency and transparency of election-related recruitment processes.

How will participating States use the database?

Participating States [focal points](#) for ODIHR election observation will use the new expert database to:

- Submit to ODIHR the list of seconded short- and long-term observers;
- Receive from the observers and verify mission registration information and documents;
- Include additional details, such as travel arrangements, and submit all registration data to ODIHR.

The new database will not be used by participating States to select the observers, allowing focal points to maintain their current recruitment procedures and tools. However, in order for their candidacy to be considered by the focal point, all potential observers are required to create a personal account on the Election Expert Database.

To facilitate the nomination and registration procedures, prospective observers should create an account and complete their profile before submitting their applications to national focal points.

Who is invited to register in the database?

All individuals interested in joining ODIHR observation activities are required to create a personal account and fully complete their profile in the database, including:

- [Core team experts](#)
- [Seconded observers](#)
- [Funded observers](#)

Only citizens of OSCE [participating States](#) and [Partners for Co-operation](#) are eligible for registering to the expert database.

To facilitate the nomination and registration procedures, prospective candidates for all positions must create an account and complete their profile before submitting their applications to ODIHR or to the national focal point.

Candidates interested to apply as [local support staff](#) are not required to register in the database.

I cannot login to my account, what should I do?

To login, insert your username and password. If you cannot login, please verify that:

Your username is correct. Remember that your username is not your e-mail address!

The username is a unique name that cannot be changed after registration. If you forgot your username, use the *forgotten username* function: a username reminder will be sent to you via your registered email.

Your password is correct. If you forgot your password, use the *forgotten password* function: a link to reset your password will be sent to you via your registered email.

How do I change my password or email?

To modify the information provided while registering, click on your username in the top-right corner of the page and choose *Manage Your Account*. From this page you can:

- Change your password
- Change the email address associated to your account
- Delete your account

You cannot change your username chosen during the registration.

For more information, consult the [User's Manual](#).

Your Profile

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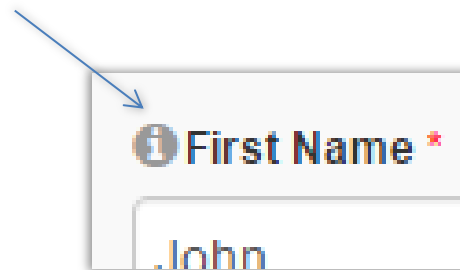
[Why do I need to complete my entire profile to be selected as a seconded observer through my national focal point, if only some of the information is shared with them?](#)

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I need some help with filling out some fields of my profile, what can I do?

For all main fields in **Your Profile**, you can pass your mouse on an “i” icon to read more information on how to fill it out correctly.



For more details, consult the [User's Manual](#).

Who will see my profile information?

ODIHR staff involved in mission staffing processes will have full access to your profile information to manage your recruitment and deployment to the field.

Your OSCE participating State focal point will have access to [limited profile information](#), based on your consent, and only if selected for a specific assignment.

If selected, your information will be also shared in an offline format with relevant staff of the election observation activity.

For more details on the type of information collected and measures taken to protect your data, consult the [Privacy Statement](#).

What information will be visible to my national focal point and in which cases?

Your national focal point will have access to basic profile information:

- Only if you give your consent.

To do so, visit the **Preferences** section of your profile (consult the [User's manual](#) for more information).

In order to be seconded or selected by your national authorities to participate in ODIHR election-related activities, it is compulsory to give your consent. It is not necessary to share your profile with your focal point if you are only interested in [positions recruited directly by ODIHR](#).

- Only if selected by your national focal point, and limited to the duration of the recruitment process and assignment.

Outside of a recruitment process, your focal point will not have access to your data.

For any recruitment managed by focal points, you will apply and be selected by your focal point based on national procedures (not based on your Election Expert Database profile).

If selected, your focal point will be able to find you in the system and submit your name to ODIHR.

ODIHR will then give access to the focal point only to profile information that is necessary to manage your deployment to the election observation activity: Personal Information, Emergency Contact, Travel Information, and mission-specific Registration Form.

Why do I need to complete my entire profile to be selected as a seconded observer through my national focal point, if only some of the information is shared with them?

Fully completing your profile before submitting any application to your national focal point is essential to timely manage your deployment if selected for an election observation activity. You are encouraged to complete your profiles well in advance, as it may require some time to fill out all sections.

Information inserted under Personal Information, Emergency Contact, [Travel Information](#), and mission-specific Registration Form will be used by focal points to manage your deployment (travel, visa, insurance, etc.).

Information inserted under Professional Experience, Training, Education, and other sections will be used by the ODIHR election mission to form diverse observer teams, based on your nationality, gender, experience and skills.

When should I add my travel information to my profile?

Information and documents to be uploaded under the Travel Information section is mandatory only if recruited by ODIHR or by participating States for an election-related assignment. You have two options:

- Enter your data in your permanent profile, under **Your Profile > Travel Information**. If you will be recruited, having your travel information and documents already in the system will speed up your [registration](#) and facilitate preparations for your deployment to the field.
- Enter your data after being recruited for a specific assignment. If you choose this option, you will be requested to enter your travel information in the mission-specific registration form. You can then choose to save your information in your permanent profile, or to keep it only in the registration form, which will be deleted at the end of the assignment.

Please consult the [Privacy Statement](#) and the [User's Manual](#) for more information.

Available Vacancies

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How do I apply for a position using the database?

Election observation activities with open positions are visible under the **Available Vacancy** page. To apply to a vacancy, click on *Full Details* to access close to the name of the mission, follow the instructions on screen to select your preferred positions, add a cover letter, and submit your applications. Please note that you can apply for a maximum of two Core Team positions in each mission.

Consult the [User's Manual](#) for more information on detailed steps to apply using the database.

Important note:

- Only vacancies for positions that you are eligible for are displayed, depending on your nationality.
- Vacancies available for application using the database are for direct recruitment by the OSCE/ODIHR. They may include [core team positions](#) and a limited number of [funded long-term observer](#) positions.
- Applications as [seconded observers](#), [funded short-term observers](#), and participant in an [ODIHR election observation course](#) should be submitted to your national focal point and are not submitted using the database.

Recruitment Result

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How do I check the status of my applications?

The status of your applications can be verified under the **Recruitment Result** page of the database. When your status is updated, you will also receive a notification via email.

Consult the [User's Manual](#) for a detailed description of the registration form and how to submit it.

If selected for an assignment, under this page you will be also able to [register](#) by submitting to ODIHR or your national focal point the information and documents needed to arrange your travel and accreditation.

If recruited, how do I register for an assignment?

If recruited for any position by ODIHR or your national focal point, you need to submit as soon as possible a registration form containing the information and documents needed to arrange your travel and accreditation.

To submit your registration, go to the **Recruitment Results** page and click on *Register* close to the name of the position for which you were recruited.

Note: it is essential to register as soon as possible. If you do not have all the required information and documents at hand, submit the data that you have currently available, and come back to update your registration at a later stage.

Consult the [User's Manual](#) for a detailed description of all registration form sections and instructions to complete them.

Did you find an answer?

YES

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NO

Consult the [User's Manual](#) or
Contact us at support.electionexpert@odihr.pl