

NOTIFICATION

Training for the position of

PRESS OFFICER

in European Union Election Observation Missions

Brussels, 24-29 September 2018

Call for applications

Election Observation and Democracy Support (EODS II), a project funded by the European Commission, will organise a training for the position of Press Officer (PO) in European Union Election Observation Missions (EU EOMs) from **Monday 24 until Saturday 29 September 2018**. The training, that will take place at **EODS offices (first floor, rue de la Loi 82, Brussels)**, aims at providing participants with knowledge and tools to work as PO in EU EOMs.

I. Training information

The training, that will last **six days**, is designed for a maximum of **12 participants from EU member States**.

The **EODS project covers travel and living expenses to training participants from EU member States**.

Interested individuals fulfilling the required criteria in Section II of this notification should directly **apply online to EODS through this link: www.eods.eu/application**. For a successful application, please fill-in the online form and include a CV and a motivation letter. **Only online applications with the requested information and documents will be considered**.

Candidates may wish to inform their national Focal Points about their application for the training but still need to apply through the EODS link. The list of Focal Points can be found here https://eeas.europa.eu/headquarters/headquarters-homepage/8775/eom-focal-points_en,

THE DEADLINE FOR RECEIVING APPLICATIONS IS 3 SEPTEMBER 2018 AT MIDDAY (BRUSSELS TIME).

Shortly after the closing of the application period candidates will be informed of their selection/non-selection by email.

II. Application Requirements

Please read carefully the general and specific requirements of the notification before considering your candidacy, as only applications meeting the requirements will be considered. Due to the high level of interest for these trainings **EODS may be unable to answer individual questions** from prospective applicants.

1) General requirements for all training participants

- a) Be a **national of an EU Member State**.
- b) **Be registered in the EU Roster of International Election Observers**. It is recommended to all applicants for EODS trainings to make sure that their CV in the roster is up to date before applying.

- c) **Fulfil the minimum requirements to become an EU election observer** as defined in the EU Guidelines on Common Criteria for the Selection of Electoral Observers. The Guidelines can be found here http://www.eods.eu/template/default/files/EU_guidelines_on_criteria_forselection_observers.pdf.

2) Specific requirements for candidates to the EODS training for Election Analyst in EU EOMs.

- a) University degree in **communication, journalism, political science, international relations, social sciences**, or related field.
- b) **Relevant professional experiences as press officers, correspondent/reporter, public affairs officer or similar positions**, possibly in the context of international or civil society organisations.
- c) Language requirements:
- Fluency in English:** Excellent written and spoken proficiency (level C) in English is essential.
 - Fluency in French and/or Spanish** is desirable (level B2 or above).

Additional criteria that would be an asset:

- d) Previous **experience in International Election Observation Missions - EU and/or other organisations**.
- e) Familiarity with **human rights, democratisation and good governance** policies.
- f) Experience in **electoral technical assistance supporting Electoral Management Bodies or civil society groups active in elections**.
- g) Experience in **election mission formats other than EOMs (e.g. Election Assessment Teams, Election Expert Missions, Exploratory Missions, Follow-Up Missions, etc.)**.

Other considerations:

- h) **Willingness and readiness to apply for EU Election Observation Missions** in the near future.
- i) **Availability to join EU Election Observation Missions** at short notice for 2-3 months' period.
- j) In addition to experience as relates to the selection criteria, the selection committee takes into consideration **nationality and gender balance** among candidates.
- k) Candidates must be **available to attend the whole course**.

III. Criteria for selection

For the selection of the training participants, the Selection Committee will consider the extent to which applicants fulfil the requirements listed in section II (Application Requirements), namely: the **educational background** in the requested fields; **previous professional experiences**; **language skills and performance in previous assignments**; **willingness and readiness to join EU Election Observation Missions at short notice**.

The Selection Committee will endeavour to establish a balanced representation of gender and nationalities among participants.

If a selected training participant confirms attendance and then cancels participation for reasons other than force majeure, all costs incurred by EODS meanwhile will be invoiced to the participant.

IV. Performance and Evaluation

Performance at the training will be **continuously evaluated**. Participants will be graded at the end of the training per their skills and knowledge acquired as necessary for the participation in an EU EOM. EODS evaluates according to criteria which include:

- Understanding of the course content and modules,
- Comprehension of election processes and EU EOM role,
- Comprehension of the role of an election analyst in the context of an EU EOM,
- Understanding of team dynamics,
- Analysis, report writing and editing skills,
- Communication skills, and
- Language skills.

The EODS evaluation of the participants mirrors the Guidelines for EU EOM Observers Evaluation. The Guidelines can be downloaded here: ec.europa.eu/dpo-register/download?metald=1452837.

Therefore, trainees' performance will be assessed along three scores:

- **Recommended:** Good performance. The participant demonstrates to fulfil all the criteria set above in a satisfactory manner and is ready to participate in EU EOMs in the position for which the training has been conducted.
- **Recommended with qualifications:** Same as above, but with some skills needing further strengthening to be mentioned. Considering the identified areas for enhancement, the participant is ready to participate in EU EOMs in the position for which the training has been conducted.
- **Not Recommended:** Unacceptable behaviour or misconduct during the training.

Evaluations will be posted on the trainee's Roster CV after the training, to assist the Focal Points and the European Commission in the selection process for EU Election Observation Missions. EODS will inform participants when their evaluations are posted.

Once the evaluation is posted on the Roster, training participants have five calendar days to officially appeal their evaluation by email to the EODS project director. Upon reception of the appeal, the EODS project director has five working days to send her/his final decision to the observer, with a copy to the European Commission FPI. The appellant can then appeal that decision within 10 calendar days to the European Commission FPI. Upon receipt of the observer's complaint, the FPI has 6 weeks to reply.

If the evaluated training participant refuses to accept the final decision of the EC/FPI on his/her evaluation, the evaluation will be uploaded to the roster with a comment 'observer did not accept the evaluation'.

Annex I - Indicative Terms of Reference of a Press Officer (PO) in EU EOMs

Zimbabwe 2018¹

(6) PRESS OFFICER

The Press Officer is responsible for organising the EU EOM's communication and public outreach strategy, handle relations with the media, and organise the EU EOM's press conferences. S/he will work under the supervision of the CO and DCO.

S/he will:

- 1. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM in the national and international media at all stages of the Mission's deployment.*
- 2. Develop an overall public outreach strategy making use of traditional and social media, networks of nongovernmental organisations, political parties, universities etc.*
- 3. Establish and maintain contact with the local and international media.*
- 4. Prepare a comprehensive press distribution list for both local and international media.*
- 5. Monitor the impact of the EOM's public outreach strategy on traditional and social media, in cooperation with the Media Analyst.*
- 6. Prepare (or receive from another institution/organisation) a basic daily media digest of political and election related items for the EU EOM.*
- 7. Ensure that "EU Visibility Guidelines for External Actions" are followed.*
- 8. Coordinate the development of the mission website and accounts on social networks as well as of mission related audio-visual material, in terms of design and contents. This task should be done in cooperation with all other mission members and in close coordination with the European Union institutions in Brussels, ensuring the widest possible outreach through the EU's social media channels (press and communication services in Brussels and in the EU Delegations).*
- 9. Prepare a "Mission Factsheet" to explain the mandate and objectives of the EU EOM to the general public.*
- 10. Assist the CO and DCO in the preparation of media interviews, press releases and press conferences, as instructed by CO/DCO.*
- 11. Assist, in cooperation with the EEAS and European Commission services, in the organisation and execution of Press Trips that may be deployed for the EU EOM.*
- 12. Ensure, where appropriate, the translation of the relevant information and documents issued by the EU EOM to the public.*
- 13. Ensure that the public outreach strategies are gender and minority (ethnic groups/ marginalised communities) sensitive.*
- 14. Ensure maximum distribution of the EU EOM's press releases, preliminary statement and final report both locally and internationally.*
- 15. Ensure that high-quality photo and video materials on EOM activities are produced, as instructed by the EEAS/EC services, for media visibility use.*

¹ Source: FPI - http://ec.europa.eu/dgs/fpi/documents/jobs/20180509-ct-tor-zimbabwe_en.pdf

16. *Ensure that EU EOM press releases and statements are communicated regularly to observers.*
17. *Participate in briefings, debriefings and Core Team meetings.*
18. *If requested by the CO, DCO or the European Institutions, prepare drafts of interim reports, the preliminary statement, and the final report ensuring that the EU Reporting guidelines are carefully and rigorously followed and that the quality of language is of the highest possible standards.*
19. *Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance.*
20. *Perform other duties as required for the good functioning of the EU EOM.*