



Guidance Note for Applicants for Membership of Ireland's International Election Observation Roster

Introduction

Applications are sought for Ireland's next International Election Observation Roster which will run for five years from the date of its establishment. This Roster will comprise of suitably skilled and vetted individuals who are available to participate at short notice in Election Observation Missions, organised by the Organization for Security and Cooperation in Europe (OSCE) and the European Union (EU). The deadline for submission of applications is **5.30pm on Thursday, 10 August 2023**.

Ireland's International Election Observation Roster

Ireland has contributed observers to international Election Observation Missions since the 1990s. Members of Ireland's Election Observation Roster play an important role in the promotion of democracy, human rights and the rule of law. They form part of an international community that encapsulates Ireland's values and commitment as a member of the EU and OSCE.

The Roster ensures that, when requested by the EU or OSCE, Ireland is represented at an appropriate level in international observation missions for elections and constitutional referendums. OSCE missions take place in OSCE participating States, while EU missions are mostly in Africa, in Latin America and occasionally in Asia.

Roster members may be deployed to EU or OSCE Election Observation Missions either as short-term observers for approximately between seven and 12 days or as long-term observers for between four to eight weeks in-country depending on the remit of the mission. Detailed information on the role of an election observer is available from the [EU](#) and [OSCE](#) and available through our website at: [Election observation - Department of Foreign Affairs \(irishaid.ie\)](https://www.irishaid.ie/election-observation).

Membership of the Roster is undertaken on a voluntary basis and carries no entitlement to, nor does it confer, any employment obligations; nor any entitlement to nomination to an election observation mission. Members of the Roster are volunteers and are not paid remuneration.

Those selected to serve on election observation missions will receive a daily stipend, as set out by the EU or OSCE as appropriate (to cover the cost of food, accommodation and other relevant out-of-pocket expenses while on the election observation mission). Volunteers on the Roster who are selected to participate in missions will also receive a payment of €600 to cover all pre-departure expenses which will be paid once in any twelve-month period regardless of the number of missions undertaken. Roster volunteers who are resident outside of Ireland may have flights arranged from their country of residence if the cost of the flight equals or is less than the cost of the flight from Dublin (OSCE missions).

Roster members are required to be flexible and adaptable, to work under pressure, as part of a team, and employ sound judgement in highly stressful and changeable environments. Teamwork skills are critical as observers always work in teams of two. Observers need to be able to withstand the demands of missions including long working hours and potentially demanding physical conditions. Living conditions may also be challenging. Many election observation missions require volunteers to be in excellent physical condition and good health. Roster members may be required to submit Medical Declarations and/or Fit to Work Certificates ahead of each mission. Roster members must be sensitive to gender/cultural norms, have respect for local attitudes, be ready to work in a multicultural environment and in a highly cooperative manner. They must be able to maintain professional independence and strict impartiality in the conduct of duties in the host country. Communication and reporting skills are very important, including the ability to conduct a situational analysis (rally, political or media campaign, polling etc.) and report accordingly. Each observer must comply with the codes, rules and regulations of the deploying agency, and with the Code of Conduct of the Roster.

Applicants are required to indicate their interest on the application form in being considered as a Long-Term Observer (LTO), a Short-Term Observer (STO), or both. Successful applicants once placed on the Roster must apply for at least one election observation mission per year or will be removed from the Roster. For further information on the role of LTOs and STOs please read chapter six of the EU Election Observation Handbook

Frequently Asked Questions on election observation, the role of election observers and the skills required to be an election observer is available from the EU here: [Frequently asked questions \(eods.eu\)](https://eods.eu/frequently-asked-questions)

The OSCE Long-Term Observer Terms of Reference are available here: [332721_1.pdf \(osce.org\)](https://osce.org/332721_1.pdf)

The OSCE Short-Term Observer Terms of Reference are available here: [332726_1.pdf \(osce.org\)](https://osce.org/332726_1.pdf)

Selection Process

The application forms will be assessed against eligibility and selection criteria with a view to identifying the most suitable applicants. The criteria will include the following:

Eligibility Criteria

Please only submit an application if you meet the following eligibility criteria:

- Irish citizenship
- Fluency in English (verbal and written)

Applications which do not meet the above eligibility criteria will not be further assessed.

Selection Criteria

- **Prior expertise or experience of election monitoring, electoral process, and/or other relevant experience, national and/or international.** Examples could include extent of experience of participation in International Election Observation Missions; past or present political service; involvement in national or international elections through the management of a polling station, counting votes, or any other prior work with an electoral body or relevant work with a local authority; journalistic experience of reporting on elections; expertise in electoral legislation and/or electoral procedures.
- **Language skills**, in particular fluency in French, Spanish or Portuguese - as per the Common European Framework for Languages ([CEFR](#)). Please note that if you are considered for inclusion in the Roster, the Department may require you to further demonstrate your stated language proficiency. This may entail testing and in that event, the Department will cover costs, provided that the results match the information provided in the application form.
- **Specialist knowledge and/or experience of democratic systems and principles, governance and human rights.** Examples could include previous experience in a large-scale international mission with the UN or EU or employment with a non-governmental organisation where the work related to governance and/or democracy and/or human rights or expertise or qualifications in one or more of these areas.
- **Ability to work effectively with others to deliver under pressure or difficult circumstances.** Examples could include circumstances where the applicant had to maintain poise and control in a challenging environment, engage effectively with others to achieve a common goal; manage conflict; or facilitate open and constructive discussions to achieve solutions.
- **Analytical and drafting skills.** Observers must be able to quickly familiarise themselves with the electoral and political situation in a country, including the procedures around the election day. Observers should be able to analyse a wide array of data while deployed on an election observation mission and be prepared to, if necessary, relay high level/pertinent information to their coordinators through a well-structured report. Examples could include an important role on a research project, consulting appropriately to gather all information needed on an issue/s; demonstrable ability to understand complex issues quickly; ability to integrate diverse strands of information, identifying inter-relationships and linkages; and an

ability to present information in a succinct, high level, logical and convincing manner, verbally and in writing.

Should a high number of quality applications be received, further shortlisting processes may prove necessary. Information will be provided to relevant applicants in such circumstances.

Application Process

Please email electionrecruitment2023@dfa.ie to request a copy of the official application form. Please complete the form carefully and do not adjust the template. Please note that information provided in the application form may be verified, including language testing where relevant. Please adhere to the stated word limits. Please use font type Calibri, font size 11 and single spacing.

Please then submit your completed application form, with a copy of your current passport (required as evidence and confirmation of your identity and Irish citizenship) **no later than 5.30pm (Irish time), on Thursday, 10 August 2023** to electionrecruitment2023@dfa.ie. If you do not receive an acknowledgement of receipt of your application within four working days of applying, please email electionrecruitment2023@dfa.ie.

Please do not submit documentation other than that requested, with your application form as it will not be reviewed. Incomplete, and/or late applications will also not be reviewed.

Applicant Obligations

Applicants must not:

- Knowingly or recklessly provide false information.
- Canvass any person, with or without inducements, either directly or indirectly.
- Interfere with or compromise the process in any way.

Any of the above will disqualify the applicant and will result in exclusion from the application process and the Roster.

Successful applicants' will need to participate in relevant training following the selection process, before they can be deployed on a mission.

Reasonable Accommodation

The Department of Foreign Affairs is committed to equality of opportunity for all applicants. If you require reasonable accommodation in the context of this application process to become a member of the Roster, please email reasonableaccommodation@dfa.ie no later than 27 July 2023 with a copy of a relevant medical or psychologist report. The purpose of the report is to provide information to act as a basis for determining reasonable accommodation during the application process where appropriate. You may redact parts of the report that you feel are sensitive or unnecessary for the decision to make reasonable adjustments. We will keep confidential any information you give us as part of the process of determining reasonable accommodations.

References

If you are considered for membership of the Roster, the Department will ask you to provide two written references, with relevant contact details included.

Garda Vetting

Garda vetting will be sought in relation to applicants who come under consideration for membership of Ireland's international election observation roster. These applicants will be required to complete a Garda Síochána Vetting Form and if relevant, a Police Vetting Form for all countries resided in for a period of greater than six months. Successful applicants' position on the next International Election Observation Roster will be subject to the completion of this process.

Data Protection

The Department of Foreign Affairs is the Data Controller for the personal data processed for the purposes of the application and selection process. The Data Privacy Notice for the International Election Observation Roster is accessible [here](#) and the Department of Foreign Affairs Privacy Policy is accessible [here](#).

Appeals

The Department will consider appeals from unsuccessful applicants submitted by email to electionrecruitment2023@dfa.ie within five working days of receipt of the decision. On receipt of appeal, the selection decision will be independently reviewed by an individual or individuals uninvolved in earlier stages of the process.