



# Vacancy Announcement

The Asian Network for Free Elections (ANFREL) has established itself as the preeminent NGO in Asia working on elections, since 1997. ANFREL's main focus is in observing pre- and post-electoral processes, and developing and training civil society groups that are actively working on democratisation in their home countries. We also undertake specific research projects and advocate on good governance issues in Asia.

ANFREL is seeking highly qualified candidates to join its Election Observation Mission to Nepal. The length of the contract for these positions is approximately two months. Candidates should be Nepali nationals able to communicate in English and based in Kathmandu. Successful candidates will be part of the 7-member team working under the direction and supervision of the Mission Director:

## Logistics and Security Officer (LSO)

The LSO's primary responsibilities will include:

- Setting up the logistics for the main office in Kathmandu and in the locality where the observers are deployed;
- Making the logistical plans and security analysis for observer deployment to all local areas;
- Providing logistical and security briefing and training for LTOs and STOs during the mission.

## Finance Officer (FO)

The FO's primary responsibilities are:

- In coordination with the LSO, making the procurement plans to provide the mission with the necessary goods and services;
- Making and recording payments using the forms and methods standardized by the ANFREL Foundation;
- Writing and submitting accurate and timely financial reports.

## Liaison and Administration Officer (ALO)

The ALO's primary responsibilities are:

- Liaising with stakeholders to ensure the smoothness of the mission's activities in KTM and in regions;
- Preparing correspondence and agenda of meetings with stakeholders;
- Writing and submitting the narrative report of the mission accurately and timely.

To apply for the vacant positions, please send your cover letter, CV with photographs and three professional references to: [johnny@anfrel.org](mailto:johnny@anfrel.org)

*ANFREL Foundation practices equal opportunity hiring and all Nepali Nationals are eligible to apply. All applications will be treated fairly and confidentially. Only short-listed candidates who have been selected for an interview will be contacted. No phone calls or correspondence other than email, please.*

**Closing date: Sept. 29, 2013**