

STAFFING REQUIREMENTS – ELECTION SITUATION ROOM

Serial	Staff Portfolio	Description
1	Project Manager	Overall lead person to interface the situation room and the civil society stakeholders
2	Project Officer - ICT	Manage the deployment of ICT tools
3	Project Officer - Training	Lead on the training component
4	Project Officer - Media & Publicity	Manage media and public relations aspect of the situation room
5	Project Officer- Accounts	Lead and manage all financial aspects of the project
6	Project Officer – Admin & Logistics	Take the role of administrator and planning for logistics
7	Project Assistants	One assistant for each lead role: Media, ICT, Accounts, Logistics and Training
8	Data Officers	10 Data officers (Or more depending on your scale of work) who are very good in Programming to be engaged a month before the elections, during and after
9	Expert Analysts	1 Statistician and 3 Political Scientists. Must be a combination of strengths in elections management, political science and constitutional matters. Must be well versed with the country's political landscape and with high integrity
10	Short term observers	Engage them as election draws closer
11	Long term observers	Engage them well in advance to monitor all the aspects the Situation room is covering

NOTE: The number of Data Officers and Observers should be based on country size and observer foot print. The quality and quantity of the data expected by the Situation Room is what will determine number of data officers to be engaged.