

# INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE (INTERNATIONAL IDEA) - ACE SECRETARIAT

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**Number of Placements:** 1

**Placement Site:** Stockholm, Sweden

**URL:** [www.idea.int](http://www.idea.int); [www.aceproject.org](http://www.aceproject.org)

## **Field/Subject Area:**

Open to all York students who meet the eligibility criteria

## **Position Description:**

The intern will be working with the ACE team of International IDEA's Global Programme in Stockholm, Sweden. The ACE team is responsible for the management and development of the [ACE Electoral Knowledge Network](#), a dynamic online knowledge facility that provides comprehensive and authoritative information on electoral processes and promotes effective networking among reputable election professionals from across the world. The major aim of ACE is to provide election officials, electoral assistance providers and other stakeholders with all necessary information and best practices to increase the transparency and improve the credibility and efficiency of electoral processes.

The ACE team at International IDEA is part of a larger coordination unit with staff members based in other partner organisations. The ACE coordination unit reports to the ACE Steering Board with representatives from all partner organisations.

## **Specific tasks will include:**

- Assisting the ACE team in answering questions from ACE users
- Assisting the ACE team in consolidating replies from the ACE Practitioners' Network
- Assisting the ACE team in research/development
- Assisting in the preparations for IDEA and ACE events as deemed necessary; and
- Assisting in other initiatives as directed by the Supervisor.

**Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.**

In addition to the above mentioned tasks, there will be room for the intern to influence the work to suit her/his specific interests and areas of expertise. This includes but is not limited to research, writing, translations, development of outreach mechanisms and technical applications to contribute to the quality and accessibility of ACE.

**Expected work hours:** 9am - 5pm, 5 days a week

**Preferred start date:** May

### **Qualifications/skills required:**

- Analytical, drafting and problem solving skills.
- Ability to appreciate diversity and work as part of a team in such an environment.
- Ability to assess, manage and structure information.
- Good interpersonal skills.
- Knowledge of Microsoft Office package (including Excel) and Internet.
- Knowledge of information management systems would be an asset

### **Language requirements:**

Fluent written and oral English and French required. Arabic language skills would be an asset.

### **Highlights of Organization/background information:**

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization that supports sustainable democracy worldwide. Its objective is to strengthen democratic institutions and processes. International IDEA acts as a catalyst for democracy building by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

International IDEA's notable areas of expertise are: electoral processes, political parties, constitution-building processes, democracy and gender and democracy assessments. International IDEA works worldwide. It is based in Stockholm, Sweden, and has offices in New York, Latin America, Africa and Asia.