

VACANCY

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Second Deputy Director of ODIHR

✕ This vacancy is open for competition only amongst nationals of the 57 OSCE Participating S...

Apply to this vacancy

📅 22 October 2017

Your citizenship

To apply, you must be from an OSCE Participating State

Select

Select your citizenship to see the application procedure.
If you do not find your country in the list, it means that you can not apply. + [More information: /how-to-apply](#)

Before you apply

1. Make sure that you meet the citizenship requirements of the vacancy; [/how-to-apply](#)

2. Ensure that you understand the requirements for each type of position; [/employment-types-and-fields-of-expertise](#)

3. Read the conditions specific to the vacancy, at the end of this page.

ISSUED BY: OSCE Office for Democratic Institutions and Human Rights

VACANCY NUMBER: VNODIP00678

VACANCY TYPE: International Contracted

FIELD OF EXPERTISE: General Administration

GRADE: P5

NUMBER OF POSTS: 1

DUTY STATION: Warsaw

DATE OF ISSUE: 25 September 2017

Background

The Office for Democratic Institutions and Human Rights (ODIHR) is the principal institution of the OSCE responsible for the human dimension. ODIHR is active throughout the OSCE area in the fields of election observation, democratic development, human rights, tolerance and non-discrimination, and the rule of law. ODIHR's assistance projects and other activities are implemented in participating States in accordance with ODIHR's mandate.

Tasks and Responsibilities

Under the overall guidance of the Director of ODIHR and also having a functional reporting line to the OSCE Secretary General in the latter's capacity as the Chief Administrative Officer of the OSCE, the Second Deputy Director of ODIHR, within delegated authority, performs the following duties:

1. Overall planning, development, management and delivery of administrative and logistic support required by the Office to fulfil its mandate;
2. Ensuring that effective management policies and practices in accordance with the OSCE Common Management Regulatory System (CRMS) are in place and implemented in the Office to facilitate efficient use of the Institution's human, financial, IT and material resources;
3. Managing staff and budget of Common Services; integrating and co-ordinating the work of budget, finance, procurement, logistics and security, general services, human resource management, information technology and communication services, and documents and records management;
4. Advising programme managers on administrative policies and the management of financial, human and material resources, ensuring their budget proposals are in compliance with the administrative standards;
5. Ensuring human resources practices and institutional values such as gender equality are taken into account in the recruitment and administration of staff and that Staff Regulations and Rules are adhered to;
6. Implementing materials management policy in accordance with OSCE standards and practices;
7. Ensuring information technology and communications resources are in place and utilization and maintenance are in accordance with the OSCE standards;
8. Implementing the records and documents management system of the Organization in compliance with OSCE standards;
9. Monitoring and controlling the financial performance of the Institution;
10. Acting as principal adviser to the Director and First Deputy Director on all administrative and support aspects of the Institution's programme activities;
11. Acting as the Office focal point for the co-ordination of administrative support and oversight with the OSCE Secretariat;
12. Liaising with local authorities on administrative issues pertinent to the Institution;
13. Performing other duties as assigned.

Necessary Qualifications

- Second-level university degree in public administration, business management, law or other relevant fields; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree;
- Specialization and/or experience in financial management would be an asset;
- A minimum of 10-12 years of progressively responsible professional experience at a senior management and policy-making level in an international and/or multinational environment;
- Proven record of effective administrative and operational leadership and management skills;

- Strong communication and team building skills;
- Excellent analytical skills and a proactive approach to problem solving;
- Computer literacy with experience in MS Office software and ERP systems, particularly Oracle;
- Flexibility and ability to work under pressure and within limited time frames;
- Professional fluency in English, with excellent drafting ability; working knowledge of other OSCE languages, especially Polish would be desirable;
- Demonstrated ability and willingness to work as a member of a team, with people of different backgrounds, while maintaining impartiality and objectivity;
- Gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.

Required competencies

Core values

- **Commitment:** Actively contributes to achieving organizational goals
- **Diversity:** Respects others and values their diverse perspectives and contributions
- **Integrity:** Acts in a manner consistent with the Organization's core values and organizational principles
- **Accountability:** Takes responsibility for own action and delegated work

Core competencies

- **Communication:** Actively works to achieve clear and transparent communication with colleagues and with stakeholders of the Organization
- **Collaboration:** Works effectively with others on common goals and fosters a positive, trust-based working environment
- **Planning:** Works towards the achievement of goals in a structured and measured manner
- **Analysis and decision-making:** Analyses available information, draws well-founded conclusions and takes appropriate decisions
- **Initiative-taking:** Proposes and initiates new ideas, activities and projects
- **Flexibility:** Responds positively and effectively to changing circumstances

Managerial competencies (for positions with managerial responsibilities)

- **Leadership:** Provides a clear sense of direction, builds trust and creates an enabling environment
- **Strategic thinking:** Identifies goals that advance the organizational agenda and develops plans for achieving them
- **Managing performance:** Helps to maximize team performance by providing active feedback and skill development opportunities

Remuneration Package

Monthly remuneration is approximately EUR 7,100, depending on post adjustment and family status. OSCE salaries are exempt from taxation in Poland. Social benefits will include possibility of participation in the Cigna medical insurance scheme and the OSCE Provident Fund. The Organization contributes an amount equivalent to 15% of the employee's salary to this Fund and the employee contributes 7.5%. Other allowances and benefits are similar to those offered under the United Nations Common System.

Appointments are made at step 1 of the applicable OSCE salary scale.

How To Apply

If you wish to apply for this position, please use the OSCE's online application link found under <https://jobs.osce.org/vacancies>: <https://jobs.osce.org/vacancies>.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

Only shortlisted applicants will be contacted.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/states>: <http://www.osce.org/states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 5 years.

Please be aware that the OSCE does not request payment at any stage of the application and review process.