

# First Deputy Director of ODIHR (D1) (ODI000021)

## Primary Location

ODI - Office for Democratic Institutions and Human Rights (ODIHR), Warsaw

## Job Information

### Profile

Employee Status Fixed Term	Job Type Contracted	Job Level Director
Schedule Full-time	Education Level Master's Degree (Second-level university degree or equivalent)	

### Compensation

Contract Type International Contracted	Appointment Type SM.C.I Fixed-term	Grade INS.D1 - D1
Contract duration 36 months	Currency Euro (EUR)	

## Job Description

### Description - External

#### Background:

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

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 supervision of the Director, Office for Democratic Institutions and Human Rights, the First Deputy Director (FDD) will be responsible for managing the planning and implementation of ODIHR's thematic programmes. Specifically, the FDD will perform the following duties:

1. Formulating, clarifying and pursuing strategies and overseeing the development of policies and programmes in order to implement the ODIHR's mandate and ensuring consistency with the objectives of the OSCE and the general guidance from the Permanent Council;

2. Performing as the Alternate to the Director of ODIHR in his function as Fund Manager of the ODIHR and as Programme Manager of the Policy and Direction Programme;
3. Managing, in co-operation with the Second Deputy Director, the operations of the Office and co-ordinating the activities of all its components, in particular as follows:
  - Participating in the development of organizational objectives;
  - Overseeing the preparation and implementation of, as well as co-ordinating the work of the Election, Democratization, Human Rights, Tolerance and Non-Discrimination Programmes and of the Contact Point for Roma and Sinti Issues;
  - Enabling the maximum of horizontal and cross-sectoral policy development and execution in order to further improve effectiveness and synergies;
  - Ensuring consistency and coherence throughout the Office in programming and policy implementation, in particular for the execution of programmes funded by extrabudgetary contributions;
  - Seeing to that instruments are implemented throughout the Office in order to ensure continuous programme evaluation and accountability;
  - Ensuring that delegations of the Participating States are kept informed of ODIHR activities and plans, in close co-operation with the Director's office.
4. Managing the organization of major ODIHR events, in particular the annual Human Dimension Meetings (HDIM, SHDMs, Seminar), by providing leadership on the substantive aspects of the events and coordination of all involved;
5. Interpreting, together with senior staff, relevant political developments and forecasts, their impact on ODIHR operations, policies and programmes to serve as a basis for the Director's decisions;
6. Maintaining, in support of the Director, in close co-operation with the Head of the Director's Office/Senior Political Advisor, and, with the Special Advisor/Director's Representative in Vienna, liaison with external partners, as follows:
  - senior management of the Secretariat, other institutions, and field offices of the OSCE, to ensure consistency at the policy level, co-ordination at the level of major operational undertakings, and consistency between the Office ' s planned activities and resources;
  - other relevant international organizations, in order to keep each other informed and to help develop synergies in policy and programme activities;
  - governments and delegations of participating States, in particular, together with the Second Deputy Director, the authorities of the host country.
7. Performing other duties as required.

**Necessary Qualifications:**

- Second-level university degree in political science, international relations, law, social sciences or other related field;
- Minimum twelve years of progressively responsible experience in government or international organization and at least five to seven years at the international level;
- Proven experience in programme management in areas within ODIHR ' s mandate, and senior management and decision-making role, preferably in the OSCE region;
- Excellent working knowledge of English. Working knowledge of Russian desirable;
- Experience and skills in the management of institutions or larger departments with multi-national staff; proven experience in staff management and ability to build and maintain teams in the institutional context; ability to plan, organize and supervise work;
- Thorough knowledge of multilateralism, human dimension and election issues and priorities;
- Excellent conceptual and analytical skills;
- The ability to communicate clearly and concisely both orally and in writing; ability to make complex decisions, delegate and resolve conflicts; good diplomatic skills;
- Resourcefulness, initiative and maturity of judgment; strong interpersonal skills;
- Knowledge of or experience utilizing computers including word processing software, planning tools, databases;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to work with people with different national, religious or cultural backgrounds.

**Remuneration Package:**

Monthly remuneration is approximately EUR 9,100 depending on post adjustment and family status. OSCE salaries are exempt from taxation in Poland. Social security will include participation in the Cigna International medical insurance scheme and OSCE Provident Fund maintained by the OSCE. 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.

Please note that appointments are normally made at step 1 of the applicable OSCE salary scale.

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

The OSCE retains the discretion to re-advertise/re-post 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 those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

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

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 4 years.

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

Issue Date	Closing Date
Jan 31, 2023	Feb 28, 2023
Issued by	Target Start Date
Office for Democratic Institutions and Human Rights	As soon as possible
Number of posts	Extended (Yes/No)
1	No