

Second Deputy Director of ODIHR (P5) (ODI000019)

Primary Location

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

Job Information

Profile

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

Compensation

Contract Type International Contracted	Appointment Type SM.C. Fixed-term	Grade INS.P5 - P5
Contract duration 24 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.

The Second Deputy Director is the Chief Funds Administrator for ODIHR with overall responsibility for all finance, human resources and administrative matters.

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 incumbent, 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; 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.

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 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, 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.

Remuneration Package:

Monthly remuneration is approximately EUR 8,000 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.

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 5 years.

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

Issue Date
Jan 31, 2023

Closing Date
Feb 28, 2023

Issued by
Office for Democratic Institutions and
Human Rights

Target Start Date
As soon as possible

Number of posts
1

Extended (Yes/No)
No