

**Organization for Security and Co-operation in Europe**

ENGLISH only

Vacancy Notice Number: VNODIP00663
Vacancy Type: International Contracted
Field of Expertise: HUMAN RIGHTS
Post Title: DEPUTY HEAD, TOLERANCE AND NON-DISCRIMINATION
Grade: P4
OSCE Mission/Institution: Office for Democratic Institutions and Human Rights
Duty Station: Warsaw
No. of Positions: 1
Date of Entry on Duty: As soon as possible
Vacancy Notice Issue Date: 21-Jun-2017
Deadline for Application: 12-Jul-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. The Office's democratization activities include the following thematic areas: rule of law, democratic governance and gender, migration and freedom of movement, and legislative support. ODIHR implements targeted assistance programmes facilitating and enhancing participating states' compliance with OSCE commitments towards the development of democratic structures.

Tasks and Responsibilities:

Under the supervision of the Head of Tolerance and Non Discrimination (TND) Department, the incumbent will be responsible for the following:

- Contributing to programmatic activities, developing annual plans and ensuring their implementation to budget and schedule;
- Participating in the formulation of the ODIHR programme by contributing to programme documents and budgeting in the OSCE planning cycle;
- Developing and implementing technical assistance programmes to assist States and civil society to implement tolerance and non-discrimination commitments with NGOs, governmental authorities and OSCE field operations; this will include identifying key partners, formulating budgets, carrying out evaluations and preparing donor reports;
- Performing human and financial resource management including supervisory functions vis à vis staff reporting directly as well as on behalf of the Head of the Department, as delegated;
- Co-ordinating and providing input to TND-led human dimension events;
- Preparing contributions to and participating in conferences and meetings on tolerance and non-discrimination issues, writing position papers and contributions, delivering presentations and taking part in deliberations;
- Fostering key partnerships in support of TND programmes within the OSCE, other international organizations, OSCE participating States, civil society, etc.;
- Performing other related duties as assigned.

For more detailed information on the structure and work of the OSCE Office for Democratic Institutions and Human Rights, please see: <http://www.osce.org/odihr>

Necessary Qualifications:

- Advanced university degree in human rights, political science, law or related field;
- At least eight years (full-time equivalent) of progressively responsible experience in human rights or related fields, preferably in an international environment;
- Managerial experience;
- Demonstrated experience in project management;
- Experience working in the field and in an international organization is desirable;
- Computer literate with practical experience with Microsoft applications;
- Excellent level of English, both written and spoken;
- Working knowledge of other OSCE languages, in particular, Russian is desirable.

Remuneration Package:

Monthly remuneration is approximately EUR 6,000, 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.

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

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>.

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 7 years.

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