



Organization for Security and Co-operation in Europe

ENGLISH only

Vacancy Notice Number: VNODIP00766
Vacancy Type: International Contracted
Field of Expertise: ELECTIONS
Post Title: ELECTION ADVISER
Grade: P3
OSCE Mission/Institution: Office for Democratic Institutions and Human Rights
Duty Station: Warsaw
No. of Positions: 2
Date of Entry on Duty: As soon as possible
Vacancy Notice Issue Date: 13-Aug-2019
Deadline for Application: 03-Sep-2019

This job advertisement will be published again soon.

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, 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 ODIHR Elections Department is currently looking to recruit two Election Advisers – one position being available immediately, and the second one as of 1 November 2019.

Tasks and Responsibilities:

Under the general guidance of the Deputy Head, Elections Department, the incumbent will perform the following functions:

1. Acting as a desk officer for a portfolio of countries, planning, deploying and co-ordinating Election Observation Missions, Election Assessment Missions and Election Support Teams;
2. Planning, participating and/or leading Needs Assessment Missions;
3. Assisting in the revision of methodology, policy guidelines and procedures governing election observation;
4. Planning and implementing technical assistance projects;
5. Attending conferences and providing briefings on the activities of the Elections Department as well as on election observation;
6. Performing other duties as required.

Necessary Qualifications:

- First-level university degree in political science, public administration, international relations, law or a related field is required;
- At least six years (full-time equivalent) of progressively responsible professional experience, including research activity in related fields and/or experience at an international level;
- Excellent election related expertise and good knowledge of the international and regional standards for democratic elections;
- Political intuition and organizational skills;
- Ability to analyse and identify shortcomings in the electoral law of participating States and propose solutions;
- Ability to work under minimum supervision;
- Excellent written and oral communication skills in the English language, knowledge of another OSCE language is desirable;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Willingness to travel often, on short notice and to distant areas.

Remuneration Package:

Monthly remuneration is approximately EUR 5,303 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://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 those applicants 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 <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.