



Organization for Security and Co-operation in Europe

ENGLISH only

Vacancy Notice Number: VNSECP00724
Vacancy Type: International Contracted
Field of Expertise: A&S GENERAL ADMINISTRATION
Post Title: DEPUTY DIRECTOR FOR MISSION SUPPORT SERVICES
Grade: P5
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 07-Dec-2012
Deadline for Application: 15-Jan-2013

Background:

The Department of Management and Finance is the largest department in the OSCE Secretariat and is responsible for managing the financial and material resources of the Organization.

The Mission Support Service comprises Units dealing with asset management, procurement and contracting, travel management, and technical support for mission planning and facilities management.

Tasks and Responsibilities:

Under the overall supervision of the Director for Management and Finance (D/DMF), the Deputy Director for Mission Support Services will be responsible for the OSCE's corporate supply chain management, ensuring policy and strategy development within procurement, asset management, travel management and facilities management. More specifically, she/he will be tasked with:

- Leading the provision for client-focused management and technical advice, assistance and support to the OSCE Secretariat, field operations and Institutions including during all phases of the field mission life cycle including start-up and closure;
- Managing services and setting priorities to increase logistics services response capacity to internal and external demands in close co-operation with the D/DMF and the DMF senior management team;
- Contributing to the development of corporate supply chain and operational strategies and managing their implementation to deliver results in line with DMF business objectives and ensuring high quality and client focused corporate services;
- Contributing to the continuous development of the Common Regulatory Management System (CRMS) within the areas of procurement, asset management, premises management and travel management by formulating management policy and related Financial Administrative Instructions;
- Overseeing the preparation of work programmes and budgets, monitoring performance parameters and providing reports as well as overseeing substantive reports produced by the units of Mission Support Services;
- Allocating financial and human resources consistent with goals, priorities and budget, whilst translating business opportunities into concrete measures that are beneficial to the organization;
- Organizing staff and activities and ensuring an effective and efficient workflow to deliver project outputs, in particular within the area of procurement services;
- Preparing and leading negotiations as appropriate to achieve organizational objectives;
- Leading project management tasks which carry significant cross operational functional responsibility with internal and external parties;
- Building high performing teams with complementary skills and setting an example for staff by encouraging management to develop their team members through dialogue and action plans as well as fostering teamwork and communication among staff across organizational boundaries;
- Deputizing for the Director for Department of Management and Finance and performing other related duties as

required.

Necessary Qualifications:

- Advanced university degree in business administration, financial management or a related field; certification in procurement management and/or audit management experience would be an asset;
- A minimum of ten years of professional experience in supply chain management and technical experience at senior management and policy making level;
- Operational experience including planning, development and implementation of field activities would be highly desirable;
- Financial management experience, in particular capital expenditure planning would be a strong asset;
- Experience of managing enterprise resource planning systems applications as relevant to the post;
- Experience in auditing would be an asset;
- Excellent knowledge of English, including drafting skills with the ability to communicate clearly and concisely both orally and in writing; knowledge of other OSCE working languages would be an asset;
- Computer literate;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds whilst remaining impartial and objective.

Remuneration Package:

Monthly remuneration will vary between EUR 8,113 (single rate) and EUR 8,733 (dependency rate) depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

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.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/who/83>.

The OSCE is committed to achieving a better balance of women and men within the Organization. Female candidates are particularly encouraged to apply.

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.

No application fees or information with respect to bank account details are required by OSCE for our recruitment process.