



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNODIP00400  
**Vacancy Type:** International Contracted  
**Field of Expertise:** GENERAL STAFF/MONITORING  
**Post Title:** PROJECT CO-ORDINATOR  
**Grade:** P4  
**OSCE Mission/Institution:** Office for Democratic Institutions and Human Rights  
**Duty Station:** Warsaw, Poland  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 28-Jan-2013  
**Deadline for Application:** 25-Feb-2013

### 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.

### Tasks and Responsibilities:

Under the overall supervision of the First Deputy Director of ODIHR, the incumbent will be responsible for the following duties:

- Assisting the programmatic departments in the preparation of ODIHR programme/project activities;
- Supporting overall project development and ensuring its effective implementation through the OSCE-wide project and programme cycle management methodology including assessment;
- Monitoring and evaluation throughout ODIHR in close collaboration with the management and relevant programme managers;
- Reviewing and analysing issues, patterns and trends;
- Proposing corrective action and liaising with relevant parties ensuring follow-up actions;
- Advising on fund-raising and fund distribution issues;
- Co-ordinating activities related to budget funding (pledging, work programme, programme budget, etc.);
- Contributing to donor co-ordination and fund-raising efforts through delegations, international organizations and other donors;
- Performing other related duties as required.

### Necessary Qualifications:

- Advanced university degree in international studies, international development studies/project management;
- A minimum of eight years of progressively responsible experience in programming/political assessment or related fields, in an international environment; middle level management decision-making experience;
- Specialization in Central Eastern Europe/CIS; field experience in the OSCE targeted regions or OSCE Mediterranean Partners and co-operation with international organizations at the field and headquarters level highly desirable;
- Established experience in assessment and evaluation techniques, project/programme planning and implementation, preferably in international organizations;
- Understanding of the specificity and sensitiveness of activities in the fields of Elections, Democratization, Human Rights, Tolerance and Non-Discrimination and Roma and Sinti Issues;
- Excellent written and oral communication skills in English; knowledge of Russian is highly desirable; knowledge of

other OSCE working languages would be an asset;

- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.

### **Remuneration Package:**

Monthly remuneration, subject to social security deductions as well as monthly changes of the post adjustment multiplier and exchange rate, is approximately EUR 6,000 (single rate) and approximately EUR 6,400 (dependency rate). OSCE salaries are exempt from taxation in Poland. Social security will include participation in the Vanbreda 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. At the discretion of the appointing authority a higher step may be approved up to a maximum of step 3 subject to specific conditions.

**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/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 7 years.**

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