



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNODIP00412
Vacancy Type: International Contracted
Field of Expertise: HUMAN RIGHTS
Post Title: HUMAN RIGHTS ADVISER
Grade: P3
OSCE Mission/Institution: Office for Democratic Institutions and Human Rights
Duty Station: Warsaw, Poland
No. of Positions: 1
Date of Entry on Duty: 03-Jun-2013
Vacancy Notice Issue Date: 05-Apr-2013
Deadline for Application: 23-Apr-2013

Background:

This is an extra-budgetary position, subject to the receipt of funds. The initial contract will be for one year with the possibility of extension.

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.

In accordance with the mandate of ODIHR the Human Rights Department (HRD) is assisting participating States in fulfilling their obligations to protect and promote human rights and fundamental freedoms. Areas of work covered by the Department include monitoring and analysis of human rights developments in the OSCE area and the provision of expertise and technical assistance to enhance compliance with human dimension commitments; supporting the development of effective human rights education and capacity building; enhancing the protection of human rights while countering terrorism; addressing the relationship between human rights, gender and the security sector; and emphasizing human rights aspects of combating trafficking in human beings.

The incumbent of the position will coordinate the project "Developing OSCE/ODIHR Recommendations on the Protection of Human Rights Defenders". The project is located within the Human Rights Education and Capacity Building Unit in ODIHR's Human Rights Department.

Tasks and Responsibilities:

Under the general guidance of the Deputy Head, Human Rights Department, the incumbent will provide leadership, design, implementation and monitoring of all activities outlined in the project document. More specifically, he/she will perform the following duties:

- Collecting and analyzing data/information on the protection of human rights defenders in the OSCE region, main challenges to protection and current developments in participating States;
- Establishing and co-ordinating the Drafting Working Group and ensuring inputs are received and reflected in the Recommendations and Explanatory Report;
- Working closely with other units in the Human Rights Department, preparing reports and/or other background material for the clearance of the Department Head and Deputy Head;
- Establishing and maintaining contacts, organizing consultations, and building partnerships as appropriate with human rights defenders, National Human Rights Institutions, independent experts, international and national governmental and non-governmental actors, including counterparts from UN bodies and regional inter-governmental bodies, to develop regional collaboration, sharing of best practice and exchange of information; ensuring input to the drafting of OSCE/ODIHR Recommendations on the Protection of Human Rights Defenders and facilitating regional and sub-regional meetings;
- Drafting the OSCE/ODIHR Recommendations on the Protection of Human Rights Defenders and Explanatory Report based on research conducted and inputs received;

- Organizing the launch of the OSCE/ODIHR Recommendations on the Protection of Human Rights Defenders and Explanatory report;
- Overseeing the overall progress in the implementation of project tasks and budget, and reporting back to donors as requested;
- Performing other related duties as assigned.

Necessary Qualifications:

- University degree in law, political science, international relations, or social sciences, specialization in human rights;
- At least 6 years of progressively responsible and relevant professional experience in the field of human rights, including experience at the international level;
- In-depth knowledge of international standards related to human rights defenders; knowledge of issues affecting human rights defenders, including women human rights defenders;
- Practical experience working with human rights defenders' networks is desirable;
- Excellent knowledge of UN, Council of Europe and OSCE human rights standards;
- Experience in designing, implementing and managing projects;
- Proven track record of writing public reports, preferably those including policy advice and/or recommendations;
- Strong organizational skills, including experience in organizing and facilitating international round-tables, working groups and other events;
- Experience in guiding and managing multi-cultural teams is desirable;
- Computer literacy with practical experience in Microsoft applications;
- Excellent oral and written communication skills in English; knowledge of other official OSCE languages, especially Russian, would be an asset;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

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 4,930 (single rate) and approximately EUR 5,280 (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.