



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNODIP00431
Vacancy Type: International Contracted
Field of Expertise: RULE OF LAW
Post Title: CHIEF, RULE OF LAW UNIT
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: 02-Dec-2013
Vacancy Notice Issue Date: 20-Jun-2013
Deadline for Application: 11-Jul-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.

The purpose of the Democratization Department's Rule of Law Unit is to support OSCE participating States in strengthening the rule of law in compliance with OSCE commitments and international law within the human dimension. Towards that end, the Rule of Law Unit develops and implements projects and activities in support of participating states on fair trial monitoring, criminal and administrative justice reform, and independence of the judiciary in the OSCE region. In addition to project activities, the Rule of Law Unit provides policy advice and assistance to OSCE participating States on rule of law issues throughout the OSCE Region.

Tasks and Responsibilities:

Under the supervision of the Head, Democratization Department, the incumbent is responsible for the following duties:

- Providing leadership and guidance in determining strategic priority areas for the Unit's work; supervising the staff of the Rule of Law Unit, including experts and consultants; monitoring the status of the budget and use of extra-budgetary contributions for the Rule of Law Unit;
- Advising on rule of law issues, including providing briefings and trainings on activities relating to rule of law; consulting with OSCE field operations, the OSCE Conflict Prevention Centre, and other OSCE Institutions on rule of law related issues as required;
- Supervising the development, implementation and evaluation of programmatic activities covering a wide range of topics related to rule of law, including supervising the analysis and monitoring of public policy, legislation and OSCE participating state practices affecting the rule of law to identify areas where improvements/action are required or recommended;
- Supervising the writing and editing of reports, including donor reports, submissions for the annual reports, and memos on specific rule of law topics as well as completion of tasks related to the Rule of Law Unit;
- Supervising the analysis of legal texts and staying informed about developments and the overview of existing national legal frameworks in developing democracies in the OSCE region, specifically relating to criminal justice reform and fair trials;
- Contributing to the substantive organization of mandated OSCE human dimension meetings on rule of law topics;
- Giving presentations and representing the ODIHR on rule of law issues at OSCE meetings, seminars and conferences and events of other international organizations, participating States of the OSCE and NGOs;
- Performing other related duties as required.

Necessary Qualifications:

- Advanced university degree in law;
- A minimum of eight years of professional law-related work experience, including at least three years of experience at the international level working in the field of rule of law development;
- Specific experience working in criminal law, including a thorough knowledge of criminal procedure, practice and policy, public international law, and comparative government structures and knowledge of criminal justice reform is an advantage;
- Established knowledge of human rights and democracy-building issues;
- Relevant work experience in South Eastern Europe and/or the former Soviet Union;
- Strong analytical skills;
- Good management skills;
- Excellent written and oral communication skills in English. Knowledge of other languages of OSCE participating States 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 5,880 (single rate) and approximately EUR 6,300 (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 always 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.