



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNODIS00768
Vacancy Type: International Seconded
Field of Expertise: DEMOCRATIZATION
Functional Level (LoPC):
Post Title: ASSOCIATE DEMOCRATIC GOVERNANCE OFFICER
OSCE Mission/Institution: Office for Democratic Institutions and Human Rights
Duty Station: Warsaw
No. of Positions: 1
Date of Entry on Duty: As soon as possible
Vacancy Notice Issue Date: 21-Aug-2019
Deadline for Application: 20-Oct-2019

This job advertisement will be published in 2022 again.

Background

This position is open for secondment only and participating States are kindly reminded that all costs in relation to assignment at OSCE/ODIHR must be borne by their authorities.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.

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 Democratic Governance and Gender Unit implements a number of projects to strengthen democratic institutions, including parliaments and political parties, with the aim of strengthening public trust in the efficacy, transparency and equity of democratic systems and supporting inclusive participation of under-represented groups such as women, youth and persons with disabilities (PwDs).

Tasks and Responsibilities

Under the supervision of the Chief, Democratic Governance and Gender Unit, the incumbent of the position of Associate Democratic Governance Officer will perform the following duties:

1. Analyzing and monitoring public policy, legislation and practices affecting diversity and inclusion in democratic institutions in the OSCE region;
2. Co-ordinating and working with other ODIHR units and departments and the OSCE institutions; providing expertise and advice as well as designing methodologies for mainstreaming the participation of PwDs in all ODIHR activities;
3. Providing briefings on activities related to diversity and inclusion in democratic institutions and participation of under-

represented groups, including PwDs in political and public life;

4. Contributing to the substantive organization of mandated OSCE human dimension meetings on issues of participation in political and public life; reporting to the ODIHR management and, as required, to the ODIHR partners and donors, on the progress in implementation of the projects and activities conducted in the field of participation of under-represented groups in political and public life;

5. Identifying, developing, implementing and evaluating specific programmes, projects and activities to promote increased diversity and inclusion in democratic institutions and participation of under-represented groups, including persons with disabilities in political and public life, and further to increase the level of compliance of domestic policies with international instruments and standards for the promotion of inclusive democratic institutions and the rights and participation of under-represented groups, including persons with disabilities within the OSCE region;

6. Representing the ODIHR at international conferences and meetings related to the portfolio;

7. Performing other related duties as required.

For more detailed information on the structure and work of the OSCE Office for Democratic Institutions and Human Rights, please see: <http://www.osce.org/odihr>

Necessary Qualifications

- First-level university degree in law, international relations, social sciences, political sciences, or related field;
- A minimum of four years of related professional experience in government, international organization or an NGO of which two years at the international level;
- Proven experience in designing, planning and implementing project activities that support inclusive democratic institutions and the participation of under-represented groups, preferably including persons with disabilities in political and public life, and working with civil society, including disabled people's organizations;
- Good understanding of the international environment in which participation of under-represented groups and related activities are being discussed, promoted and implemented as well as knowledge of the functioning of international institutions and bodies entrusted with the task of promoting and overseeing the implementation of treaties, conventions and other instruments related to participation in political and public life;
- Excellent organizational and communication skills;
- Computer literate with practical experience with Microsoft applications;
- Professional fluency in English, with excellent written and oral communication skills; working knowledge of Russian 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.

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/re-post 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 the nomination of qualified female and male candidates from all religious, ethnic and social backgrounds.

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

Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.