



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNKAZP00026  
**Vacancy Type:** International Contracted  
**Field of Expertise:** A&S GENERAL ADMINISTRATION  
**Post Title:** PROJECT CO-ORDINATOR  
**Grade:** P2  
**OSCE Mission/Institution:** OSCE Centre in Astana  
**Duty Station:** Astana, Kazakhstan  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 04-Mar-2010  
**Deadline for Application:** 21-Mar-2010

### Background:

Please note that this is an extra-budgetary post and initial appointment will be for one year subject to availability of funds.

OSCE Missions and Field Activities are the front line of OSCE work in countries that require assistance and are the agent through which political decisions are translated into action. Each mission has a different mandate, but generally work addresses early warning, preventive diplomacy, conflict management, and post-conflict rehabilitation.

### Tasks and Responsibilities:

Under the supervision of the Human Dimension Programme Officer, the incumbent will provide project support for the implementation of the extra-budgetary (ExB) project "Support to the National Human Rights Commissioner (Ombudsman) of the Republic of Kazakhstan". More specifically, he/she will be tasked with:

- Co-ordinating and supporting project activities of the partners, i.e. the Ombudsman office, the OSCE Centre in Astana and the implementing partner under the ExB project by acting as the project's focal point;
- Providing logistical and professional support to the implementation of activities; making all administrative and travel arrangements for planned working visits and trainings;
- Supporting the establishment of project structures and the set-up of regional offices of the Ombudsman office, including identifying consultancy and procurement needs, drafting terms of references and tender documents and assisting in the selection and recruitment of experts and suppliers;
- Supporting and providing input to meetings of the Technical Project Committee by making the administrative arrangements, liaising with all parties involved, providing progress reports, preparing background documentation, collating papers and participating as facilitator in the meetings;
- Developing project activity plans in close co-operation with the partners and experts and contributing to the development of a detailed action plan for the project;
- Assisting the Ombudsman office in the strengthening of its strategic planning processes by identifying and analyzing requirements of the environment and need for assistance;
- Collecting, reporting and maintaining information on the project activities and project implementation;
- Monitoring budget implementation and the work of the working groups, assisting when necessary and reporting regularly to the Human Dimension Programme Officer and the Steering Committee;
- Assisting in organising the human rights progress review conference in close co-operation with the Ombudsman office;
- Performing other related duties as required such as acting as primary point of contact for the Kazakh partners.

### Necessary Qualifications:

- First level university degree in political and social sciences; legal background or experience in legal issues would be an asset;
- At least four years of relevant work experience in project development and co-ordination in the field of human rights;
- Experience in working in Central Asia and ideally within the area of administrative justice, Ombudsmen and National Human Rights Institutions would be desirable;
- Good understanding of human rights and the human rights system;
- Sensitive to different work environments and cultures; independent, strategic and output oriented;
- Professional fluency in English (oral and written); working knowledge of Russian;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds whilst maintaining impartiality and objectivity.

### **Remuneration Package:**

Monthly remuneration subject to social security deductions is about US\$ 3,905 to which is added Board and Lodging Allowance (currently EUR 131 per day). Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund.

**If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment/13108.html>.**

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/about/13131.html>.**

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