



Organization for Security and Co-operation in Europe

Director for Human Resources

Vienna, 08 March 2010

To: All OSCE Delegations in Vienna

SUBJECT: VACANCY IN THE OSCE OFFICE IN YEREVAN

The OSCE Office in Yerevan has identified the following vacancy that needs to be filled as soon as possible:

Human Rights Officer 1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Section (Seconded)/Department of Human Resources, in the Secretariat. Please note that the deadline for the submission of applications is 26 March 2010.

The vacancy notice can also be found on the OSCE website (www.osce.org).

Initial secondment for a period of at least one year is envisaged.



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNARMS00061
Vacancy Type: International Seconded
Field of Expertise: HUMAN RIGHTS
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: HUMAN RIGHTS OFFICER
OSCE Mission/Institution: OSCE Office in Yerevan
Duty Station: Yerevan, Armenia
No. of Positions: 1
Date of Entry on Duty: 01-May-2010
Vacancy Notice Issue Date: 08-Mar-2010
Deadline for Application: 26-Mar-2010

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- Excellent physical condition
- Possession of a valid automobile driving license and ability to drive using manual transmission
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- University education in political sciences, international relations, public policy, law, international human rights law or other human rights related fields
- Experience working with human rights, minority or gender issues
- Demonstrable organizational, analytical, communication and interpersonal skills
- Experience in drafting reports

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Proven work experience in the areas of law, human rights, minority and/or gender issues;

- Knowledge of International Human Rights standard;
 - Experience in project management including project design, implementation, monitoring, evaluation; financial management and reporting (both narrative and financial);
 - Good management, organization and analyzing skills, with the ability to identify problems/needs and take corrective action;
 - Professional fluency in English, both oral and written, and the ability to draft documents clearly and concisely as well as to make public presentations;
 - Working knowledge of Russian and/or Armenian languages;
 - Ability to establish contact and develop confident relations with local authorities, including government officials and institutions as well as ability to work with civil society and international partners;
 - Ability to operate windows applications, including word processing and e-mail;
 - Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
 - Ability to work independently.
- Desirable:
- Previous work experience in an international environment and/or within operational field missions.

Tasks and Responsibilities

Under the general direction and supervision of the Head of the OSCE Office in Yerevan, the Human Rights Officer will be responsible for the implementation of the Human Rights Programme in the following areas: Human Rights Monitoring and Reporting, Rule of Law, Criminal Justice/Penitentiary Reforms, Religious Freedoms, Human Rights Education/Awareness/Training, Civil Society Development.

The Human Rights Officer performs the following duties:

1. Performs a wide range of consultative, analytical, advisory and operational tasks towards the implementation of the Office's mandate in the above-mentioned dimensions of security;
2. In close co-operation with the Democratization Officer, is responsible for the implementation of the Office programme of activities in the human dimension;
3. Implements a number of projects in the above-mentioned fields with local partners and Office for Democratic Institutions and Human Rights (ODIHR);
4. Advises the Head of Office on issues related to rule of law, criminal justice and penitentiary reforms, national human rights protection institutions such as ombudsman, civil society, religious freedom, human rights education/training;
5. Supervises and implements handling of individual applications on allegations of human rights violations including eventual intervention in view of corrective action;
6. Prepares background or spot reports on human rights issues to foster discussion within the OSCE and to highlight specific topics or brief on areas which need to be addressed;
7. Facilitates contacts and promotes information exchange on these issues with local authorities, universities, research institutions, NGOs and international organizations;
8. Assists in arranging OSCE events and seminars, including regional ones, and visits to the area by OSCE delegations, as well as other events with OSCE participation;
9. Performs other duties as required.

The OSCE is committed to achieving a better balance of women and men within the Organization. The nomination of female candidates is particularly encouraged.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

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.