

## Organization for Security and Co-operation in Europe

ENGLISH only

**Vacancy Notice Number:** VNODIP00242  
**Vacancy Type:** International Contracted  
**Field of Expertise:** ELECTIONS  
**Post Title:** SENIOR ELECTION ADVISER  
**Grade:**  
**OSCE Mission/Institution:** Office for Democratic Institutions and Human Rights  
**Duty Station:** Warsaw, Poland  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 24-Feb-2010  
**Deadline for Application:** 29-Mar-2010

### 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.

### Tasks and Responsibilities:

The incumbent will be responsible for supporting the Head of Election Department in making policy recommendations with a view to defining strategic developments of the department and in analyzing political and legislative trends in the OSCE area. Under the general guidance of the Head of Election Department, the incumbent will perform the following duties:

- Supporting the management of the Election Department to develop methodological frameworks for election activities, advance long-term strategies for the department's activities and analyze political and legislative trends in the OSCE area;
- Leading or participating in needs assessment missions to recommend possible observation activities in and follow-up visits to OSCE participating States;
- Advising election department staff on electoral issues, the content of election reports, good practices in electoral matters, reviews of election legislation and ongoing, new and emerging challenges in the electoral field;
- Organizing, participating in and reporting on seminars and workshops on election related issues as a senior representative of the Election Department;
- Performing other related duties as assigned, including acting as Desk officer during the implementation of all stages of election observation and assessment missions.

### Necessary Qualifications:

- Advanced university degree in political sciences, international relations, law, social sciences or other related field; some legal background or training would be desirable;
- A minimum of eight years of progressively responsible professional work experience, including three years at the international level in the field of elections;
- Experience in providing policy and strategic advice;
- Strong analytical and organizational skills;
- Diplomatic and negotiation skills;
- Initiative, resourcefulness, sound political sense and maturity of judgment;
- Experience in project design and implementation;

- Ability to work under pressure and to meet deadlines;
- Ability to work in a multicultural team;
- Excellent knowledge of English with excellent drafting and editing skills; knowledge of other OSCE working languages would be an asset.

### **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 5,440 (single rate) and approximately EUR 5,840 (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 Organisation 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.

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

**In case of difficulties with applying on-line, you may send the application by e-mail to [recruit@odihr.pl](mailto:recruit@odihr.pl) or by regular post (so that it arrives by the deadline) to OSCE / ODIHR Human Resources, Al. Ujazdowskie 19, 00-557 Warsaw, Poland.**

**Only applications made on the OSCE application form, which can be found under the above link, will be accepted. Shortlisted applicants will be contacted.**

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

**The OSCE is committed to the principle of staff rotation; therefore the maximum period of service in this post is 7 years.**