



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECP01276
Vacancy Type: International Contracted
Field of Expertise: A&S HUMAN RESOURCES MANAGEMENT
Post Title: DIRECTOR FOR HUMAN RESOURCES
Grade: D1
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 14-Aug-2017
Deadline for Application: 12-Sep-2017

Background:

The Department of Human Resources (DHR) ensures that the OSCE benefits from a capable and committed workforce that delivers on the security priorities of participating States. DHR provides a range of Human Resources services throughout the OSCE, including the recruitment and administration of staff, the management of benefits and entitlements, and high quality learning and development opportunities. DHR is also responsible for the development and review of human resources policies.

Tasks and Responsibilities:

Reporting to the Secretary General, the Director for Human Resources is a member of the senior management team and provides strategic direction for DHR in a dynamic environment, planning, co-ordinating and directing human resources activities.

The Director ensures the application of best human resources practices in attracting top talent, developing and motivating staff with professional skills and matching those to the organizational needs. She/he applies the highest standards of ethics, using result-based management skills and tools to support the Organization in implementing its strategic objectives in order to serve all stakeholders of the Organization.

More specifically, the Director is responsible for:

1. Providing leadership, general guidance and advice on human resources-related issues to executive leadership, managers and staff, in all offices across the OSCE region; as well as reviewing and monitoring compliance with the existing regulatory framework;
2. Co-ordinating the contribution to the effective and efficient delivery of human resources services to all areas of the Organization;
3. Providing authoritative advice to the Secretary General on the establishment of policies covering all aspects of human resources management by reviewing and approving, or proposing for approval, the development and implementation of new human resources policies, and more efficient programmes and systems;
4. Liaising closely with the Chairmanship, Delegations of the participating States and OSCE governing bodies in advocating support and resources for the effectiveness of the Organization;
5. Directly supervising the leadership team, managing over 40 DHR staff members, and leading DHR operational activities by setting targets, establishing priorities and overseeing the operations in two sections, Human Resources

Services and Talent Management;

6. Proposing new ways of incorporating gender sensitivity and awareness in all aspects of human resources management;

7. Performing other tasks as required.

For more detailed information on the structure and work of the OSCE Secretariat please see:
<http://www.osce.org/secretariat>

Necessary Qualifications:

- Second-level university degree in human resources, business administration, management, public administration, law or a related field;
- A minimum of twelve years of progressively responsible professional experience in human resources management, including a significant part of this period at a managerial level, preferably within an international organization;
- Thorough understanding and proven hands-on experience in personnel management and organizational change; knowledge of human resources management theory and general management concepts;
- Experience with the development and implementation of ERP systems;
- Ability to provide leadership and motivation; ability to supervise a large number of staff and to plan the work and manage organizational units involved in diverse human resources functions;
- Political sensitivity and excellent judgement, including strong analytical and negotiation skills;
- Professional fluency in English; knowledge of other OSCE working languages would be an asset;
- Excellent communication and presentation skills;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- 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 is approximately EUR 10,134 depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Cigna medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

Appointments are made at step 1 of the applicable OSCE salary scale.

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/states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 4 years.

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