

**Organization for Security and Co-operation in Europe** ENGLISH only

**Vacancy Notice Number:** VNHCNP00113  
**Vacancy Type:** International Contracted  
**Field of Expertise:** POLITICAL AFFAIRS  
**Post Title:** DIRECTOR  
**Grade:** D1  
**OSCE Mission/Institution:** OSCE High Commissioner on National Minorities  
**Duty Station:** The Hague  
**No. of Positions:** 1  
**Date of Entry on Duty:** 01-Dec-2018  
**Vacancy Notice Issue Date:** 10-May-2018  
**Deadline for Application:** 29-Jun-2018

**Background:**

The OSCE High Commissioner on National Minorities (HCNM) was established in 1992 to identify and seek early resolution of ethnic tensions that might endanger peace, stability or friendly relations between OSCE participating States. The HCNM mandate describes the Institution as "an instrument of conflict prevention at the earliest possible stage."

The institution currently consists of app. 30 staff members, divided into two geographical sections and one finance and administration unit.

**Tasks and Responsibilities:**

The Director will, as per delegation by the High Commissioner, performs the following:

1. Overseeing the work of the Institution to ensure proper preparation for and follow up to the activities of the High Commissioner;
2. As appropriate, representing the High Commissioner at external events;
3. Directing and co-ordinating the thematic and cross-sectional work of the Office;
4. Being responsible for managing HCNM staff;
5. Overseeing the implementation of the HCNM program in compliance with the OSCE Common Regulatory Management System;
6. Ensuring the observance of timelines and be responsible for proactive planning of office activities;
7. Having the overall responsibility for project implementation and extra budgetary fundraising;
8. Acting as the Alternate to the High Commissioner in his function as Fund Manager;
9. Assisting the High Commissioner in maintaining contacts with the Chairmanship and with participating States and with the senior management of the OSCE executive structures to ensure co-ordination and consistency, as well as with other relevant institutional partners to ensure exchange of information and synergies, as appropriate;
10. Performing other related duties as assigned.

For more detailed information on the structure and work of the OSCE High Commissioner on National Minorities, please see <https://www.osce.org/hcnm>.

### **Necessary Qualifications:**

- Second-level university degree in international relations, international law, political science, public administration or other related fields; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree;
- A minimum of 15 years of progressively responsible professional experience in government, international organizations or academia, including work on minorities or conflict prevention, and including at least seven years at the international level;
- Proven experience and skills in management of a relevantly sized organization with multinational staff; strong interpersonal skills; ability to communicate clearly and concisely both orally and in writing; ability to build and maintain teams in an institutional context and to establish and maintain effective working relationships with people of different national and cultural backgrounds, while remaining impartial and objective; ability to make decisions in complex contexts and to delegate; able and willing to mediate staff disagreements; strong planning and supervisory skills;
- Ability and willingness to exercise strict impartiality with regard to HCNM mandate;
- Strong emphasis on diplomatic skills, tact and political judgement;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Professional fluency in English, including excellent drafting skills;
- Skills to use computers and software.

### **Remuneration Package:**

Monthly remuneration is approximately EUR 9,562, depending on post adjustment and family status. OSCE salaries are exempt from taxation in the Netherlands. 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 <https://jobs.osce.org/vacancies>.**

**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.**