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## Programme Manager (S3)

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### OSCE Mission to Moldova, Chisinau

Human Rights

Jul 25, 2022

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- Issued by: OSCE Mission to Moldova
- Requisition ID: HUM000051
- Contract Type: International Secondment
- Grade: S3
- Job Level: Middle Management
- Job Type: Seconded
- Number of posts: 1
- Location: OSCE Mission to Moldova, Chisinau
- Issue Date: Jul 25, 2022
- Closing Date: Sep 5, 2022
- Employee Status: Fixed Term
- Schedule: Full-time
- Education Level: Master's Degree (Second-level university degree or equivalent)
- Job Field: Human Rights

#### 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

## Field of Expertise Requirements

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

- Second-level university degree in relevant field(s);
- 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:

Second-level university degree in political sciences, international relations, public policy, law, international human rights law or other human rights 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.

### Experience:

Minimum 6 years of relevant, diversified and progressively responsible professional experience including at least 3 years at the management level relevant to the actual position

## Mission Specific Requirements

Additionally, this particular post has specific requirements:

### Mandatory:

- Experience in and knowledge of either international law or European and international human rights law and conventions;
- Experience in working with a wide range of stakeholders, particularly in the field of human and minority rights, governance frameworks, and the rule of law;
- Project management experience, including budget management;
- Professional fluency in the English language, and superior drafting skills;
- Working knowledge of the Russian language with respect to speaking and comprehension;
- Strong analytical, problem solving, advocacy and mediation/facilitation skills;
- Demonstrated ability and willingness to work as a member of a team, with people from different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity, cultural sensitivity and judgment;
- Flexibility and ability to work under pressure and with limited time frames;

- Ability to operate windows applications, including word processing and e-mail.

**Desirable:**

- Working knowledge of the Romanian language;
- Experience in working in the former Soviet Union and knowledge of regional affairs;
- Knowledge of OSCE principles and commitments;
- Experience in working in an OSCE field mission;
- Solid experience in human rights, rule of law, minority, or gender issues.

**Tasks and Responsibilities**

Under the general direction and supervision of the Head of Mission, as Programme Manager, you will be responsible for the management of the Missions' work in the Human Dimension. Specifically, you will perform the following duties:

1. Serving as the Programme Manager of the Mission's Human Rights Programme, including ensuring strategic direction, budget planning, management of activities and staff, coordination, implementation, monitoring and evaluation of all programme objectives and results;
2. Assisting with monitoring and mediation of specific issues in the Transdnistrian settlement process;
3. Providing advice on the effective observance of international obligations and commitments regarding human and minority rights, governance frameworks, rule of law, gender and anti-trafficking;
4. Maintaining and facilitating contacts between NGOs on both sides of the conflict line and promoting their development, activities, and co-ordination;
5. Initiating, developing, co-ordinating and implementing human rights activities and education/training programmes of the Mission and co-ordinating with other OSCE institutions (ODIHR and HCNM) in the development and implementation of such activities in the Mission area;
6. Maintaining and facilitating contacts with governmental institutions and international organizations, and assisting with donor co-ordination on Mission related issues;
7. Liaising with other OSCE institutions, in particular the OSCE Office for Democratic Institutions and Human Rights (ODIHR) and the Office of the High Commissioner on National Minorities (HCNM);
8. Supervising the staff of the Human Rights Programme: two international and five local Mission members;
9. Performing other duties and required.

For more detailed information on the structure and work of the OSCE Mission to Moldova, please see: <http://www.osce.org/mission-to-Moldova>

**The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and social backgrounds. Please note that nationals or permanent residents**

of the country of the duty station are not eligible to apply.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

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 well in advance of the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered. The OSCE can only process Secondment applications that have been nominated by participating States. For queries relating to your application, please refer to the respective delegation as listed here: <https://www.osce.org/contacts/delegations>.