



Issued on:

Deadline for Applications:

Post Title:	Special Advisor	Grade:	S
Executive structure:	ODIHR	Duty Station:	Warsaw
Department:	Direction and Policy	Duration:	STA
Section:	Director's Office	Post Number:	
Sub Section:		CCOG Code:	
Job network:		Job family:	
Posts directly supervised:	none	Title and grade of supervisor:	
		Director ODIHR	
Keywords:	Special Advisor, Director's Office, administration, human rights and democracy, political analysis		

I. Organizational Context

1. The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.
2. 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.

II. Main Purpose

1. As one of the Director's closest collaborators and advisers, and reporting directly to the Director, the Special Adviser carries out a wide variety of tasks related to the management of the Director's office and agenda, as well as running of the ODIHR activities. The Director assigns to his/her three Advisers (Senior Political Adviser, Special Adviser/Directors representative in Vienna and Special Adviser) tasks of ODIHR mandate and MC/PC tasking to monitor, follow up and advise on.
2. The incumbent monitors, analyses, advises and recommends action to the Director on political and policy related issues in close cooperation with the other advisers. He/she liaises with internal and external partners to inform them about ODIHR's activities and exchange views and keep informed on issues related to ODIHR's work in general. Prepares and coordinates Director's travel and meetings, produces position papers and may accompany him/her during those events or if necessary, represents the Director and ODIHR at seminars, meetings and conferences. Additionally, the incumbent provides input and advice as well as works on drafting, reviewing and clearing of all external correspondence, reports, statements, and speeches to ensure political, policy and subject matter soundness of this communication.
3. The Special Adviser closely co-ordinates his/her work with the two other Advisers by keeping him/her fully informed, discussing current issues and coming up with joint positions to be presented to the Director. Their co-ordination allows them to fully complement each other through the areas of their assigned responsibilities but also to take over responsibilities of each

other in absence of one of them

III. Work Relationships

- 1.** The Special Adviser works under the direct supervision of the ODIHR Director and must therefore be able to anticipate the position of the Director according to his/her own judgment.
- 2.** The incumbent, , together with the other advisers, co-ordinates and consults on behalf and upon request of ODIHR Director with ODIHR Deputy Directors, Heads of Departments and other ODIHR staff, Office of the OSCE Secretary General, Directors of OSCE Secretariat, Offices of the Heads of OSCE Institutions and Field Operations, Senior staff in the OSCE Secretariat, OSCE Institutions, OSCE Field Operations, OSCE Chairmanship, Heads and staff of Delegations of OSCE participating States in Vienna, High level representatives of Governments, International Organizations and non-governmental organizations.

IV. Key Functions and Results

- 1.** Coordinates Director's agenda, facilitates communication between the Director and his staff by maintaining ongoing contact with the Director and his deputies as well as heads of departments at ODIHR to consult and relay information not covered in management and other meetings and ensures that issues and decisions taken are followed up within agreed timeframe.
- 2.** Provides the Director with Policy advice and interprets the mandates and tasking given to ODIHR, through MC and PC decisions as well as through OSCE Action Plans. Follows up on the assigned policy issues within ODIHR (e.g., implementation of CRMS, internal and OSCE wide administrative procedures and processes, financial and personnel issues, budget cycle management, EXB projects) by providing policy advice related to the preparation and planning of activities and drafting internal instructions
- 3.** Provides political advice to the Director by monitoring current political developments in the OSCE region, particularly developments in the assigned fields of human rights, tolerance and non-discrimination, including Roma and Sinti. Prepares comprehensive analyses, notes and reports determining issues that should be addressed and formulates recommendations.
- 4.** Liaises with internal and external partners including Permanent Delegations of the OSCE participating States in Vienna, informing them about ODIHR's activities when needed or requested by them, and conveying back to ODIHR the views and concerns of delegations. Establishes and keeps regular contacts at different levels with partners both within as well as outside the OSCE such as the OSCE Secretariat, OSCE field operations and other institutions, participating States, the OSCE PA, international organizations, and international and national NGOs;
- 5.** Provides inputs to and supports external communication, documents and correspondence by providing input and advice as well as by drafting, editing and clearing thematic and country specific statements, speeches, reports and official correspondence for the Director to ensure political and policy soundness of this communication. Screens, reviews and prioritizes incoming correspondence addressed to the Director, as well as various requests and information before bringing them to his/her attention and advice on action to be taken;

V. Minimum Requirements

Education:

- Advanced university degree in law, political science, economics or related subject, preferably with a specialization in international law and/or international relations. 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 and knowledge/skills:

- Minimum of eight years of practical experience which may include relevant research work in diplomacy or international relations, as well as field work in the areas of human rights and democracy assistance, including elections observation. An advanced level of familiarity with the countries in the OSCE region and experience within the organization, preferably in an OSCE

field mission, is considered an asset.

- Digital literacy and proficient use of Microsoft Office (Outlook, Word, Excel and PowerPoint), internet.

Languages:

- Professional fluency in both written and oral communication in English.
- Knowledge of languages spoken in countries where OSCE is present would be an asset.

VI. Required Values and Competencies

OSCE core values:

Commitment. Diversity. Integrity. Accountability.

OSCE core competencies:

Communication. Collaboration. Analysis & decision-making. Planning. Initiative-taking. Flexibility.