

Special Adviser to the Director / Director's Representative in Vienna (S) (ODI000247)

Primary Location

Office for Democratic Institutions and Human Rights (ODIHR), Warsaw

Job Information

Profile

Employee Status

Fixed Term

Job Type

Seconded

Schedule

Full-time

Education Level

Master's Degree (Second-level university degree or equivalent)

Compensation

Contract Type

International Secondment

Appointment Type

SM.S.I|Fixed-term

Grade

S - INS.S

Contract Duration

12 months

Currency

Euro (EUR)

Job Description

Background:

This position is open for secondment only and participating States are kindly reminded that all costs in relation to assignment at OSCE/ODIHR must be borne by their authorities.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.

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, combating human trafficking, 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.

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.

The Special Adviser to the Director / Director's Representative in Vienna is situated within the Director's Office at the OSCE Office for Democratic Institutions and Human Rights (ODIHR). As a key component of the Director's Office, this role contributes to the effective management of the institution by supporting the Director in political, policy, and operational matters, primarily from the Organization's headquarters in Vienna.

Tasks and responsibilities:

Under the supervision of the Director of ODIHR, the incumbent performs the following functions:

1. Providing high-level political and policy advice to the Director, including monitoring political and human dimension developments in the OSCE region, preparing analyses and recommendations, representing the Director in key OSCE meetings and briefings;
2. Acting as ODIHR's senior representative in Vienna, including maintaining regular contact with Permanent Delegations, OSCE institutions, and international organizations, conveying ODIHR positions and updates;
3. Co-ordinating and preparing the Director's agenda and travel in co-ordination with ODIHR departments and external counterparts; preparing briefing materials and position papers;
4. Leading the preparation and clearance of official communications and documents - drafting and reviewing statements, speeches, reports, and correspondence for the Director, ensuring political and policy coherence;
5. Monitoring and facilitating internal co-ordination and implementation - ensuring internal follow-up on policy issues; providing guidance on implementation of mandates such as CMRS, budget processes, and administrative procedures; supporting strategic planning and inter-departmental communication within ODIHR;
6. Maintaining collaborative co-ordination with senior ODIHR officials, which includes working closely with the Senior Political Adviser and the second Special Adviser to ensure consistency, complementarity, and continuity in support to the Director.

Necessary Qualifications:

- Second-level university degree in law, political science, economics, international relations, or related field, preferably with a specialization in international law, human rights, or democracy assistance. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced degree;
- A minimum of ten years (twelve years with a relevant first-level degree) of progressively responsible experience in diplomacy, political affairs, international law, or human rights, including relevant research or fieldwork;
- Demonstrated knowledge of OSCE structures and participating States; experience working in an OSCE field mission and headquarters is a significant asset;
- Proven political judgment, excellent communication and negotiation skills, and the ability to work independently under pressure;
- Excellent written and oral communication skills in English. Working knowledge of other OSCE official languages is an asset;
- Demonstrated gender awareness and ability to integrate a gender perspective into tasks and activities;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

If you wish to apply for this position, please use the OSCE's online application link found under <https://vacancies.osce.org/>. If your participating State does not provide the option to apply online for seconded positions, you are kindly requested to submit your offline application form available at <https://jobs.osce.org/resources/document/offline-application-form> to the respective OSCE delegation whose address can be found at <https://www.osce.org/contacts/delegations>.

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.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <https://www.osce.org/participating-states>.

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

The OSCE is a non-career organization committed to the principle of staff rotation; therefore, the maximum period of service in this post is 10 years.

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>.

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>.

Please be aware that OSCE appointments are subject to medical clearance.

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

Issue Date

26-09-2025

Number of posts

1

Closing Date

31-10-2025

Target Start Date

As soon as possible