



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECP00369
Vacancy Type: International Contracted
Field of Expertise: A&S HUMAN RESOURCES MANAGEMENT
Post Title: RECRUITMENT OFFICER
Grade: P3
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 23-Dec-2008
Deadline for Application: 26-Jan-2009

Background:

The Department of Human Resources is responsible for recruitment, personnel administration and training of the OSCE staff. The Organization recruits a wide range of international staff, who may be either contracted or seconded at the professional level.

The Recruitment Section/Contracted Unit, as part of Department of Human Resources, is responsible for the recruitment and selection of international contracted staff for the Secretariat and field operations and of general staff, temporary staff, consultants and seconded staff at the Secretariat.

Tasks and Responsibilities:

Under the general supervision of the Deputy Director/Chief Recruitment Section, the Recruitment Officer will be responsible for planning recruitment activities at the OSCE Secretariat and co-ordinating recruitment issues with the OSCE field operations and institutions. He/she will supervise four general service staff and be tasked with:

- Planning and co-ordinating recruitment activities and establishing priorities in accordance with the requirements of the hiring departments;
- Supervising the issuance of vacancy notices in conformity with classified job descriptions and advising on advertising;
- Screening and accessing applications, based on essential and desirable criteria and establishing long-lists and, in consultation with the hiring department, drawing up shortlists of candidates to be invited for interview;
- Planning and participating in interview boards, formulating competency-based questions in co-ordination with the board members, evaluating tests and drafting interview reports;
- Acting as the focal point for the recruitment of internationally contracted professional staff working at OSCE field operations;
- Keeping human resources staff in the institutions and field operations informed of the status of the recruitment process and advising programme managers/Chiefs of Fund Administration on the recruitment of extra-budgetary-project staff;
- Supervising the recruitment of general service posts in the Secretariat, the preparation of offers of appointment and following up on start dates and any salary issues;
- Liaising with departments on hiring requirements and overseeing the recruitment of consultants under Special Service Agreements (SSAs) in conformity with the Staff Instruction and with Financial Rules and Instructions;
- Liaising and co-ordinating with the OSCE delegations in relation to nominations for seconded vacancies for Secretariat-based posts and international contracted posts;
- Participating in the preparation of budget proposals and monitoring the recruitment budget;
- Performing other related duties as required such as acting as officer-in-charge in the absence of the Deputy Director/Chief Recruitment Section.

Necessary Qualifications:

- First-level university degree in human resources management, sociology, psychology, public or business administration or other related field;
- A minimum of six years of professional experience in recruitment and selection, personnel management, including experience in entitlements administration, preferably in an international organization;
- Professional fluency in English with excellent drafting skills; knowledge of another OSCE working language would be an asset;
- Computer literacy and knowledge of specialized HR databases;
- Ability to work in a deadline-driven environment, to guide and lead staff and to motivate a team;
- Ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.

Remuneration Package:

Monthly remuneration will vary between EUR 5,154 (single rate) and EUR 5,522 (dependency rate) depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment/13108.html>.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/about/13131.html>.

The OSCE is committed to achieving a better balance of women and men within the Organization. Female candidates are particularly encouraged to apply.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 7 years.