



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNODIP00175  
**Vacancy Type:** International Contracted  
**Field of Expertise:** ELECTIONS  
**Post Title:** HEAD, ELECTIONS DEPARTMENT  
**Grade:** P5  
**OSCE Mission/Institution:** Office for Democratic Institutions and Human Rights  
**Duty Station:** Warsaw, Poland  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 09-Jan-2009  
**Deadline for Application:** 08-Feb-2009

### Background:

The Office for Democratic Institutions and Human Rights (ODIHR) is the principal institution of the OSCE responsible for the human dimension. The ODIHR's activities are implemented in 56 participating States in accordance with the ODIHR's political mandate. The ODIHR has a large number of assistance projects in the areas of democratic institution building, the rule of law and human rights, as well as election observation.

The ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of a number of elections observation and assessment missions every year to assess whether elections in the OSCE area are in line with national legislation and international standards. Its unique methodology provides in-depth insight into all elements of the electoral process. Through assistance programmes and projects, the ODIHR helps participating States to improve their electoral framework.

### Tasks and Responsibilities:

The incumbent will be responsible for the planning, management and implementation of all election-related activities and further development of ODIHR election observation methodology in line with given mandates. He/she will manage the Elections Department currently comprising 15 staff members. Under the general guidance of the First Deputy Director of ODIHR, the incumbent will perform the following duties:

- Planning and directing all activities of the Elections Department, including budgetary and administrative issues;
- Planning, proposing and/or leading electoral Needs Assessment Missions, and advising the ODIHR Director on the feasibility of observation missions, and subsequently planning and supervising the Election Observation and Assessment Missions;
- Assessing the viability of technical assistance programmes and projects and evaluating the outcome and impact of such activities;
- Reviewing, editing and providing written contributions to reports on each election activity completed, and approving reports for the Director's consideration;
- Initiating, formulating, and developing conceptual approaches to election observation and other election-related activities;
- Monitoring and advising on developments in the legal and regulatory framework for elections throughout the OSCE region, as well as analyzing political changes and trends throughout the OSCE region in order to provide regular advice to the ODIHR Director and First-Deputy Director on developments as they affect the planning of election activities;
- Representing the ODIHR Director at political bodies and at co-ordination meetings with other international organizations regarding the activities of the Election Department;
- Consulting with representatives of participating States and maintaining co-operation with the OSCE Parliamentary Assembly and with other partner organizations that regularly participate within the international election observation framework;
- Performing other related duties as requested.

**Necessary Qualifications:**

- Advanced university degree in political science, law, social sciences or a related field;
- Minimum of ten years of progressively responsible work experience in government, inter-governmental organizations or relevant non-governmental organizations, with extensive comparative election observation or assistance experience or election management experience;
- Leadership and negotiation skills; analytical skills and relevant legal knowledge to identify areas for improvement in election legislation;
- Management skills;
- Demonstrated experience in project management;
- Professional fluency in English with excellent drafting skills; working knowledge of a second language of the OSCE would be an asset;
- 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, subject to social security deductions, is approximately EUR 7,409 (single rate) and approximately EUR 7,975 (dependency rate). Social security will include participation in the Vanbreda International medical insurance scheme and OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

**We encourage you to use the online application on [www.osce.org/employment](http://www.osce.org/employment), however, if you have any difficulties with your Internet connection, you may download the application form, save it on your PC and send the completed form quoting the vacancy number to:**

**E-mail: [recruit@odihr.pl](mailto:recruit@odihr.pl) (Please send the form as attachment, and always use as subject the vacancy number you apply for) or**

**Office for Democratic Institutions and Human Rights (ODIHR)  
Attn: Dejan Jasnic, Chief of Human Resources Unit  
19 Aleje Ujazdowskie,  
00 557 Warsaw, Poland**

**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 five years.**