

Opening 20: Department of Human Resources/ Recruitment Unit (DHR/Recruitment)

The Department of Human Resources (DHR) ensures that the OSCE has the human resources capacity necessary to successfully implement its mandates. DHR sets the policies and provides services in the areas of recruitment, administration of benefits and entitlements, payroll, performance management, training and ethics across the Organization.

The Talent Management Section of the Department of Human Resources encompasses the Recruitment Unit, the Learning and Development Unit and the Classification and Post Table Team, and is led by the Head, Talent Management Section. The Talent Management Section works toward recruiting, retaining, supporting and developing the highest quality staff and mission members and promoting their competence and high performance. The Learning and Development Unit, as part of the Talent Management Section of the Department of Human Resources, co-ordinates and manages staff training activities throughout the OSCE. Training activities include the design and facilitation of training modules with in-house resources, bringing in trainers for topics where in-house expertise is not available, supporting participating States in their pre-mission training efforts and orientation of new OSCE staff members. The Recruitment Unit, as part of the Talent Management Section of the Department of Human Resources, comprises at least ten staff members and is primarily responsible for the recruitment and selection of international contracted and seconded staff for the Secretariat and field operations and of general staff, temporary staff and consultants at the Secretariat.

Tasks and responsibilities:

1. Support outreach activities with targeted professional groups and audiences via multiple channels including social media;
2. Provide assistance to enhance the employer branding of the Organization, particularly among niche candidates and targeted audiences;
3. Develop promotional materials with graphic design tools, fine-tune messaging and the editing of vacancies to promote the OSCE as an employer of choice, particularly to candidates from less represented participating States and qualified women;
4. Develop outreach presentations and contribute to the creation of webinars and promotional materials;
5. Assist the Recruitment Unit with ad-hoc activities based on our needs and priorities regarding candidate assessment, feedback and stakeholder management;
6. Organize and design a speakers series and visits with stakeholders in the organization (head of units, specialists, delegations...) for interns and JPOs and support the JPO Programmes when needed;

7. Assist with pre-screening of candidates for targeted pool of applicants to become familiar with OSCE Recruitment processes;
8. Assist colleagues in the Unit with setting up and arranging interviews, assembling packages and interview questions for consideration.