

## **Opening 21: Department of Human Resources/ Recruitment Unit (DHR/Executive Management)**

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.

1. Support Planning and Co-ordination Officer with feeding and maintaining the departmental work plan, and updating according to new input;
2. Assist in compiling reports, policies, and other relevant documents, and liaise with internal stakeholders to obtain information or follow up;
3. Assist in preparing initial drafts of HR relevant papers and follow guidance of the supervisor to review incoming communications and documentation;
4. Prepare and coordinate departmental meetings and assist in compiling the relevant documents for discussion in the meeting agenda; following up with attendants and taking meeting minutes;
5. Supporting in the coordination and preparation of the Department's contribution to the unified budget;
6. Assist colleagues in the Recruitment Unit with participating in interview panels as Secretary to the Board.
7. Assist in the management of departmental events of different nature and purposes, involving external and internal stakeholders.