

**Organization for Security and Co-operation in Europe**

ENGLISH only

**Vacancy Notice Number:** VNSECP00581  
**Vacancy Type:** International Contracted  
**Field of Expertise:** HUMAN RIGHTS  
**Post Title:** ADVISER ON GENDER ISSUES  
**Grade:** P3  
**OSCE Mission/Institution:** OSCE Secretariat, Office of the Secretary General / Gender Issues Section  
**Duty Station:** Vienna, Austria  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 01-Jul-2011  
**Deadline for Application:** 01-Aug-2011

**Background:**

The Gender Issues Section in the Office of the Secretary General works towards implementation of the OSCE Action Plan for the Promotion of Gender Equality and supports systematic efforts to mainstream gender equality across the Organization and across its policies, programmes, projects and activities. It assists and advises the OSCE structures (Secretariat, Institutions and field operations) by providing technical assistance, tools and monitoring. Gender Issues interacts with a variety of OSCE stakeholders, produces analysis, reports, technical documents and tools, organizes thematic conferences and contributes to significant international gender events. The Gender Issues Section manages unified budget and extra-budgetary funded projects.

**Tasks and Responsibilities:**

Under the supervision of the Senior Adviser on Gender Issues, the incumbent will provide programmatic expertise and follow-up in the thematic area of mainstreaming gender in OSCE programmes, projects and activities, in particular those dedicated to OSCE Human Dimension such as Rule of Law, Anti-Trafficking in Human Beings, Democratization, Human and Minority Rights and Tolerance and Non-Discrimination. More specifically, he/she will be responsible for:

- Providing knowledge and expertise to departments at the OSCE Secretariat, Institutions and field operations on the development of a consistent and systematic approach to integrating a gender perspective in their programmes and projects, especially in the Human Dimension area;
- Preparing and proposing benchmarks for achievements and a comprehensive monitoring framework;
- Raising awareness and promoting the utilization of instruments for gender mainstreaming; co-ordinating and enhancing the exchange of information and best practices on mainstreaming gender in the three dimensions of OSCE's work and in the gender equality priority areas set by the participating States;
- Promoting equal opportunities in the Organization; giving advice and guidance to the OSCE structures, in particular the field operations on related issues; reviewing the implementation of the professional working environment policy for the Secretary General's annual gender report;
- Assisting the OSCE Secretariat, Institutions and field operations in designing and implementing gender equality projects; monitoring their activities in the framework of OSCE standards and for the implementation of the 2004 Action Plan for the Promotion of Gender Equality and the 2005 Ministerial Decisions;
- Assisting the Training Section in developing training material for staff members and developing capacity building on mainstreaming gender in the human dimension;
- Participating in the capacity building of gender focal points, promoting networking and the dissemination of good practices;
- Contributing to drafting of technical documents and proposals for new extra budgetary (ExB) projects to be run by the Gender Issues Section; reviewing other ExB proposals in the human dimension of security and suggesting adequate gender perspectives to be mainstreamed in them;
- Assisting in the preparation of the annual progress report on gender equality in the OSCE, compiling data from various

OSCE departments and preparing analysis and recommendations;

- Performing other related duties, such as representing the Senior Adviser in meetings and conferences, as required.

### **Necessary Qualifications:**

- University degree in gender studies, women's studies, social sciences, political sciences, law studies, human rights or relevant related field;
- A minimum of six years of professional experience in gender issues, human rights in relation to gender equality, combating violence against women, women's empowerment;
- Solid experience in programme management in bi- or multilateral development organizations, including field operations; awareness of international texts and conventions related to gender equality, concepts of technical co-operation;
- Knowledge of the human rights commitments and international practice on women's empowerment, required;
- Solid knowledge of methodology of gender analysis, gender audits and gender mainstreaming;
- Conceptual and strategic skills with ability to analyse and evaluate critical matters pertaining to a broad spectrum of gender-related issues;
- Profession fluency in English, with excellent drafting skills, in particular of project proposals; knowledge of other OSCE working languages, especially Russian, would be an asset;
- Computer literacy;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds, whilst remaining impartial and objective.

### **Remuneration Package:**

Monthly remuneration will vary between EUR 5,567 (single rate) and EUR 5,964 (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 OSCE's online application link found under <http://www.osce.org/employment>**

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/about/who83>**

**The OSCE is committed to achieving a better balance of women and men within the Organization. For this post, qualified male 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.**