



Organization for Security and Co-operation in Europe

Director for Human Resources

Vienna, 04 July 2011

To: All OSCE Delegations in Vienna

SUBJECT: VACANCY IN THE OSCE MISSION TO MONTENEGRO

The OSCE Mission to Montenegro has identified the following vacancy that needs to be filled as soon as possible:

Human Rights Officer / 1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Section (Seconded)/Department of Human Resources, in the Secretariat. Please note that the deadline for the submission of applications is 01 September 2011.

The vacancy notice can also be found on the OSCE website (www.osce.org).

Initial secondment for a period of at least one year is envisaged.



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Vacancy Notice Number: VNMNGS00019
Vacancy Type: International Seconded
Field of Expertise: RULE OF LAW
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: HUMAN RIGHTS OFFICER
OSCE Mission/Institution: OSCE Mission to Montenegro
Duty Station: Podgorica, Montenegro
No. of Positions: 1
Date of Entry on Duty: 31-Oct-2011
Vacancy Notice Issue Date: 05-Jul-2011
Deadline for Application: 01-Sep-2011

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- Excellent physical condition
- Possession of a valid automobile driving license and ability to drive using manual transmission
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- University education in law or significant work experience in criminal justice and/or law enforcement (the latter required for police corrections officer training)
- Experience in the practice of law, e.g. judges, prosecutors, lawyers, etc.
- Knowledge of courtroom proceedings and criminal law and procedure
- Knowledge of international legal procedure standards and instruments
- Demonstrable organizational, analytical, communication and interpersonal skills

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Strong human rights and rule of law field experience and working knowledge of European and/or international human rights and rule of law instruments, in particular related to human and minority rights protection and access to justice
- Experience in project implementation and management
- Previous international work experience and/or experience in field missions, preferably with OSCE or other international organizations
- Demonstrated strong analytical and reporting skills
- Ability to anticipate and resolve conflicts by pursuing mutually agreeable solutions
- Flexibility, patience, and open-mindedness
- Strong interpersonal skills and ability to establish and maintain effective working relations
- Excellent organizational skills, with ability to work under pressure, manage multiple tasks and process large amount of information
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, gender and diverse political views, while maintaining impartiality and objectivity
- Professional fluency in the English language, both oral and written
- Good interpersonal skills and ability to establish and maintain effective working relationships with colleagues, counterparts and external partners and other stakeholders to achieve organizational goals
- Ability to operate windows applications, including word processing and email

Desirable:

- Knowledge of the local language or most common lingua franca spoken in the Mission area
- Previous experience in human rights work
- Knowledge of the legal and political situation of Montenegro

Tasks and Responsibilities

Under the direct supervision of the Programme Manager Rule of Law/Human Rights (Head of Section), and in accordance with the mandate of the Mission, the Human Rights Officer:

1. Prioritises and develops strategies for human rights work in accordance with the programmatic priorities of the Section, related to aspects of protection and promotion of human and minority rights, capacity building assistance to the human rights institutions and war crimes;
2. Participates in designing and managing the implementation of the Section's projects, tasks and assignments in the above-mentioned fields;
3. Provides regular activity, monitoring and analysis reports to the Head of Section and other Senior Staff of the Mission on the human rights concerns in Montenegro particularly related to human and minority rights protection and promotion, situation concerning the domestic human rights institutions and war crimes;
4. Develops and maintains regular dialogue and working relationships with the relevant national State Institutions, international organisations and NGO sector;
5. In co-operation and co-ordination with other Section's staff, facilitates the implementation of Section's projects and other tasks and assignments;
6. Performs other duties as assigned.

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

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.