

Logistics and Security Officer (P3) (ODI000208)

Primary Location

Office for Democratic Institutions and Human Rights (ODIHR), Warsaw

Job Information

Profile

Employee Status

Fixed Term

Job Type

Contracted

Schedule

Full-time

Education Level

Bachelor's Degree (First-level university degree or equivalent)

Compensation

Contract Type

International Contracted

Appointment Type

SM.C.I|Fixed-term

Grade

P3 - INS.P3

Contract Duration

24 months

Currency

Euro (EUR)

Job Description

Background:

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

The Office for Democratic Institutions and Human Rights (ODIHR) is the principal institution of the OSCE responsible for the human dimension. ODIHR is active throughout the OSCE area in the fields of election observation, democratic development, human rights, tolerance and non-discrimination, and the rule of law. ODIHR's assistance projects and other activities are implemented in participating States in accordance with ODIHR's mandate.

The post is located in the Logistics and Security Unit of the Common Services Department within the OSCE Office for Democratic Institutions and Human Rights (ODIHR) in Warsaw. An objective of the Common Services Department is to support programmatic departments to fulfil ODIHR mandates and to achieve various strategic objectives. The Common Services Department is headed by the Second Deputy Director, reporting to the Director of ODIHR. Within the Common Services Department, the Logistics and Security Unit (L&SU) serves as a main support hub for all ODIHR staff, providing logistical, facilities, and security services.

Tasks and Responsibilities:

Under the supervision of the Second Deputy Director, the incumbent performs the following functions:

1. Serving as ODIHR's senior adviser on all security-related matters, advising the ODIHR management team on all issues that may impact the safety and security of ODIHR's staff, recommending and co-ordinating response mechanisms;
2. Acting as ODIHR's focal point for security information management, monitoring the evolving security environment, supporting planning and ensuring awareness of the current trends to enhance or adjust security programme; supporting ODIHR's management team in the development of inclusive risk management strategies; supporting the preparation, review and implementation of security planning and security risk management documents;

3. Supporting ODIHR's security management system through Security Risk Assessments, security risk management, security planning, security briefings and other activities; supporting complex security-related projects;
4. Collaborating with internal and external stakeholders to enhance ODIHR's security management system; in close co-operation with the host authorities and other partners assessing the threat and risk levels facing staff, establishing procedures to adequately meet those threats and challenges;
5. Management of logistics and facilities processes in compliance with the OSCE Regulatory Framework and best practices, developing and reviewing logistics and facilities procedures; recommending measures aimed at improving the efficiency and effectiveness; managing renovations and office moves, overseeing the management of ODIHR's physical space inventory.

Necessary qualifications

- First-level university degree in business administration, material management, security, risk management or IT-related field. Graduate of a national military or police academy at the office level is an advantage;
- Minimum of seven years (five with a relevant second-level degree) progressively responsible professional experience in logistics, facilities and/or security in an international, commercial, governmental or non-governmental organization/company;
- Three years of supervisory experience is required;
- Field experience, operating in challenging environments, is mandatory;
- Knowledge of IT functions and experience in utilizing computers and software applications, knowledge of IRMA is an advantage;
- Excellent oral and written communication skills in English. Working knowledge of Russian, Ukrainian or other OSCE official languages is an advantage;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, ethical awareness and an ability to integrate a gender perspective into tasks and activities.

Remuneration Package:

Monthly remuneration is approximately EUR 7,100 depending on post adjustment and family status. OSCE salaries are exempt from taxation in Poland. Social benefits will include participation in the Cigna medical insurance scheme and the OSCE Provident Fund. The Organization contributes an amount equivalent to 15% of the employee's salary to this Fund and the employee contributes 7.5%. Other allowances and benefits are similar to those offered under the United Nations Common System.

Appointments are normally made at step 1 of the applicable OSCE salary scale.

If you wish to apply for this position, please use the OSCE's online application link found under <https://vacancies.osce.org/>.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Candidates interviewed and found suitable in the recruitment process for this vacancy notice will be placed on a roster of suitable candidates (valid for three years) for fixed-term posts, should a suitable opportunity arise. The placement on a roster does not guarantee a future appointment or assignment.

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

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

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.

Please be aware that OSCE appointments are subject to medical clearance.

The mandatory retirement age at the OSCE is 65 years for contracted positions at the general service, professional and director level. The Organization shall apply an age limit of 62 years at the time of appointment as the incumbent selected is normally expected to carry out the contractual obligation of two years.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

Issue Date
31-12-2024

Number of posts
1

Closing Date
29-01-2025

Target Start Date
June 2025