

Senior Adviser on New Voting Technologies (P4) (ODI000212)

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
Master's Degree (Second-level university degree or equivalent)

Compensation

Contract Type
International Contracted

Appointment Type
SM.C.I|Fixed-term

Grade
P4 - INS.P4

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, 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.

Tasks and Responsibilities:

Under the general guidance of the Head, Elections Department, the Senior Adviser on New Voting Technologies performs the following functions:

1. Supporting the Head of the Election Department and his/her Deputy on developing methodological frameworks for election activities, on advancing long-term strategies for the Department's activities and analyzing political and legislative trends in the OSCE area;
2. Building institutional knowledge and capacity of the Election Department in the field of new technologies applied to election processes with a view to developing the strategy of the Department on these matters;
3. Developing conceptual and practical approaches to new technologies applied to election processes as well as designing and implementing programmatic activities related to the possible future role of the ODIHR Elections Department, in particular the observation, verification and/or certification of new voting technologies and equipment;
4. Leading or participating in needs assessment missions to recommend possible observation activities in OSCE participating States; leading and participating in follow-up missions to present ODIHR election reports, to assess the respective participating

State's preparedness to implement ODIHR recommendations, and to formulate a follow up strategy for a given OSCE participating State;

5. Advising the Head of the Elections Department on issues and developments related to the introduction and use of new technologies applied to elections, including electronic voting machines, Internet voting, mobile phone voting, and on their implications for the work of the Department;

6. Establishing and maintaining contacts with the academic, scientific and electoral communities that deal with these issues with a view to ensure optimal co-ordination with these actors;

7. Advising election department staff on electoral issues, the formulation of ODIHR recommendations, content of election reports, good practices in electoral matters, reviews of election legislation, and ongoing, new and emerging challenges in the electoral field;

8. Organizing, participating in and reporting on seminars and workshops relevant to the above issues, and participate as a senior representative of the Election Department in these and related activities, including representing the Department in election observation and assessment missions as necessary;

9. Performing other duties as required.

For more detailed information on the structure and work of ODIHR, please see: <http://www.osce.org/odihr>.

Necessary Qualifications:

- Second-level university degree in international relations, political sciences, social sciences supplemented by studies in information and communication technologies, computer science or a related field; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree;

- A minimum of seven years of progressively responsible experience at a national or international level in the field of elections and/or information and technology including two years of practical experience in new voting and counting technologies;

- Excellent computer skills and understanding of modern technologies used during elections and ability to operate all Microsoft applications;

- Established experience with providing policy and strategic advice;

- Experience in researching and good drafting skills;

- Experience in project design and implementation;

- Excellent written and oral communication skills in English; knowledge of another OSCE language is desirable;

- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;

- Ability to work with people with different national, religious or cultural backgrounds.

Remuneration Package:

Monthly remuneration is approximately EUR 8,500 depending on post adjustment and family status. OSCE salaries are exempt from taxation in Poland. Social security will include participation in the Cigna International medical insurance scheme and OSCE Provident Fund maintained by the OSCE. 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.

Please note that 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 63 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
As soon as possible