

Director for Human Resources (D1) (SEC000676)

Primary Location
OSCE Secretariat, Vienna

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
D1 - INS.D1

Contract Duration
36 months

Currency
Euro (EUR)

Job Description

Background:

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human dimension aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, freedom of media, protection of national minorities, democratization, rule of law, policing strategies, border management, 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 OSCE Secretariat in Vienna assists the Chairpersonship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The OSCE is committed to gender equality. Female candidates are therefore encouraged to apply.

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 talent acquisition, administration of benefits and entitlements, payroll, performance management, talent development, and policy and employee relations across the Organization.

Tasks and Responsibilities:

Overview of the role:

OSCE seeks a dynamic and innovative leader, adept at creating a strategic HR vision while also overseeing operational HR functions to ensure business process excellence and compliance. The Director oversees design and application of HR policies, organizational development and change management, HR analytics, talent acquisition and development, performance management, HR services and employee relations, and the operational safety and health (OSH) functions. The role is also instrumental in setting good people management practices while building upon industry standards, and ensuring a positive and inclusive workplace culture.

Key responsibilities:

As part of the senior leadership team, and reporting to the Secretary General, the Director for Human Resources is responsible for:

Strategic leadership:

1. Proactively advising the Secretary General on the Staff Rules and Regulations in need of revision to keep up with good industry standards and ways to align to those.
2. Developing and implementing HR policies and strategies aligned with the OSCE's objectives, as well as with the OSCE general regulatory framework.
3. Position the Organization to proactively anticipate, plan, and meet workforce needs in a dynamic environment, utilizing strong HR analytics and systems and tools.
4. Advocating and building awareness within the Organization as well as with the Chairpersonship, OSCE participating States, and the OSCE governing bodies of the strategic importance of effective human resource management.
5. Using HR metrics to assess the effectiveness of HR initiatives and identify areas for improvement.
6. Advising senior management on HR good practices, organizational structure, and strategic human resource planning.
7. Applying the highest standards of ethics, while leading a group of 40+ HR professionals in the OSCE Secretariat, ensuring coherence of action across all DHR functions.
8. Ensuring cohesive and consistent HR support and advice across OSCE executive structures by fostering collaboration with and amongst HR staff outside the OSCE Secretariat.

Talent acquisition:

1. Overseeing the development and execution of talent acquisition strategies to attract top talent, including in co-operation with participating States for the secondment roles.
2. Ensuring effective collaboration with stakeholders to forecast staffing needs and create a proactive recruitment pipeline.
3. Developing and implementing strategies to retain top talent and minimize turnover.

Employee relations and culture:

1. Fostering a dynamic high-performance culture and a positive, diverse, inclusive and productive work environment that aligns with OSCE values.
2. Managing employee relations, including addressing grievances under relevant rules. Administratively oversee the OSCE Ethics/Mediation Co-ordinator's programme.
3. Designing and leading initiatives that enhance employee engagement, satisfaction and morale.

HR services:

1. Directing the design, implementation and administration of viably competitive compensation and benefits package. Regularly reviewing and adjusting compensation strategies to ensure they meet the prevailing goals and available resources.
2. Ensuring the delivery of high-quality and client-focused HR support services to staff in line with regulatory requirements by developing a collaborative partnership with managers, individual staff members and the staff committee, as well as with heads of decentralized OSCE institutions and missions.

Performance management and development:

1. Overseeing the design and implementation of a robust performance management system.
2. Developing and implementing learning and development programmes to promote skill and knowledge, facilitating professional growth.

OSH:

1. Overseeing the enforcement of OSH standards and implementation of duty of care frameworks, while promoting employee well-being.
2. Driving other efforts to ensure a safe work environment across the Organization.

Organizational development and change management:

Advising the Secretary General by providing direction and guidance on human resource management and organizational development matters to support change management.

Financial management:

1. Leading the development of the DHR budget, ensuring resources are affectively allocated to support the implementation of DHR's annual workplan.
2. Regularly evaluating the cost-effectiveness of DHR functions and optimize spending in light of the results to be achieved, while maintaining quality and efficiency.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>

Necessary Qualifications:

- Second-level university degree in human resources management, public or business administration, law, social sciences, or a related field;
- A minimum of twelve years of progressively responsible professional experience in human resources management, including a significant part of this period at a managerial level, preferably within an international organization;
- Knowledge of human resources management theory and general management concepts;

- Thorough understanding and proven experience in people management in a similar setting with the ability to lead effectively in a fast-changing environment;
- Ability to plan the work and manage organizational units involved in diverse human resources functions, ensuring coherence across;
- Political sensitivity and judgement, including strong analytical and negotiation skills;
- Professional fluency in English; knowledge of other OSCE working languages would be an asset;
- Excellent communication and presentation skills;
- Computer literacy with practical experience using Microsoft applications;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.

Remuneration Package:

Monthly remuneration is around EUR 12,900, with the actual monthly salary depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Cigna medical insurance scheme and the OSCE Provident Fund. 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 for this position is 4 years, with an initial three-year fixed-term appointment, which may be extended for up to one additional year.

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 expected to carry out the contractual obligation of three years.

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

Issue Date
03-12-2024

Number of posts
1

Closing Date
01-01-2025

Target Start Date

As soon as possible