



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNTAJS00452  
**Vacancy Type:** International Seconded  
**Field of Expertise:** HUMAN RIGHTS  
**Functional Level (LoPC):** SENIOR PROFESSIONAL  
**Post Title:** HUMAN RIGHTS OFFICER  
**OSCE Mission/Institution:** OSCE Office in Tajikistan  
**Duty Station:** Dushanbe,  
**No. of Positions:** 1  
**Date of Entry on Duty:** 01-May-2016  
**Vacancy Notice Issue Date:** 17-Mar-2016  
**Deadline for Application:** 07-Apr-2016

### 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 political sciences, international relations, public policy, law, international human rights law or other human rights related fields
- Experience working with human rights, minority or gender issues
- Demonstrable organizational, analytical, communication and interpersonal skills
- Experience in drafting reports

### 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:

- Previous international work experience and ability to produce reports on human rights issues
- Command of the project management cycle from project development through monitoring and evaluation
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity
- Flexibility and ability to work under pressure and with limited time frames
- Previous work experience in field missions, preferably in Central Asia or South Caucasus
- Professional fluency in the English language
- Ability to operate Windows applications, including word processing, Excel and e-mail
- Working knowledge of Russian or Tajik/Persian

Desirable:

- Knowledge of regional political, economic, legal and human rights developments
- Diplomatic and negotiating skills

## **Tasks and Responsibilities**

Under the supervision of the Head, Human Dimension Department, the incumbent:

1. Manages the day-to-day operations of the Human Rights Unit;
2. Initiates, plans, organizes and implements programmes to promote fulfillment of international commitments in the areas of: human rights; rights of individuals belonging to national minorities; equality, tolerance and non-discrimination; and the structural components of a democratic society;
3. Monitors, analyzes, reports and advises on the situation of human rights;
4. Advises on OSCE strategies regarding individual cases of alleged violations of human rights and rights of individuals belonging to national minorities;
5. Designs and co-ordinates OSCE support to Tajikistan's National Human Rights Institutions and to nationwide human rights education;
6. Prepares the Unit's contributions to the annual departmental budget, Programme Outline, Project Implementation Plan and Project Implementation Reviews submitted to the OSCE and the Government of Tajikistan, regular and periodic activity reports and other draft texts;
7. Establishes and maintains contacts with national and local Tajik authorities, universities and research institutions, international organizations, embassies of foreign countries, Tajik and international Non-Governmental Organizations (NGOs);
8. Maintains close co-ordination with the OSCE institutions and the OSCE Secretariat;
9. Works and liaises with colleagues to help ensure coherence and consistency of programmes and policies in the Office in Tajikistan, as well as cross-dimensional and intra-dimensional programming;
10. Supervises two local mission members;
11. Performs other related duties as required.

**The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and social backgrounds. 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.**