



VACANCY ANNOUNCEMENT

POSITION OF SECRETARY GENERAL

Parliamentary Assembly of the OSCE (Organization for Security and Co-operation in Europe)

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| Position / Post Title: | Secretary General of the OSCE Parliamentary Assembly |
| Duty Station: | Copenhagen, Denmark |
| Date of Entry on Duty: | 1 January 2016 |
| Duration of Appointment: | Five years – until 31 December 2020 |
| Vacancy Notice Issue Date: | Thursday, March 12, 2015 |
| Deadline for Applications: | Thursday, April 2, 2015 |

Background

Created in 1990 by the *Charter of Paris for a New Europe* the Parliamentary Assembly of the OSCE (OSCE PA) is the parliamentary dimension of the Organization for Security and Co-operation in Europe.

The Parliamentary Assembly promotes, through a wide array of activities, the involvement of national parliaments in the work of the OSCE. The responsibilities and objectives of the OSCE Parliamentary Assembly include the assessment of the implementation of the objectives of the OSCE and the development and promotion of mechanisms to prevent and resolve conflicts. The Parliamentary Assembly supports the strengthening and consolidation of democratic institutions in the OSCE participating States.

Tasks and Responsibilities:

The Secretary General is the chief administrative officer and head of the International Secretariat of the OSCE Parliamentary Assembly. As the senior civil servant of the Assembly, she/he has the overall responsibility for the running of the International Secretariat and managing the multi-national, multi-lingual staff. The Secretary General is responsible for:

- Organizing all the Assembly's Statutory Meetings and related activities;
- Co-ordinating activities in support of the Assembly's different bodies (President, Bureau, Treasurer, Standing Committee, General Committees, Special Representatives and Ad Hoc Committees);
- Serving as the Chief Procedural Advisor of the Assembly;
- Advising the President and the Assembly's leadership on policy issues and developments within the OSCE region;
- Co-ordinating election observation missions and other parliamentary missions and field visits;
- Maintaining liaison with the Member Parliaments, as well as with partner parliamentary organizations, OSCE institutions and field operations, to implement progress under the mandate of the OSCE PA;
- Managing the staff of the International Secretariat in Copenhagen and Vienna, as well as the International Fellowship Programme;
- Managing – along with the Assembly's elected Treasurer – the finances of the Assembly.

Required Qualifications:

- A minimum of ten years of progressively responsible experience in parliamentary work, at senior staff level in an international parliamentary organization or national parliament;
- Proven experience in a senior management role, preferably in a Parliament, international parliamentary organization or similar international environment;
- Proven experience in organizing parliamentary forums or meetings;
- Proven excellent knowledge of the OSCE Parliamentary Assembly, as well as of the OSCE: its objectives, institutions, field missions and functioning;

- Strategic thinking, pro-active planning ability and priority setting, ability to tackle sensitive issues while promoting OSCE values and the role of the Assembly;
- Experience in financial administration;
- Professional fluency in spoken and written English as well as excellent written and oral communication skills. Fluency in at least one of the other official languages of the OSCE PA (French, German, Italian, Russian and Spanish) is an advantage;
- Advanced university degree in political science, international relations, law, social sciences or other related field;
- Excellent interpersonal skills, personal integrity, political understanding, and cultural sensitivity and awareness.

Remuneration Package:

Remuneration and conditions of employment will be determined by qualifications and commensurate with senior level positions of the OSCE and other international parliamentary organizations.

Application and Election Procedure

Vacancies in the OSCE PA are open only to nationals of the 57 OSCE participating States, please see: <http://www.osce.org/states>

In conformity with the OSCE PA's *Rules of Procedure* (Rule 40, paragraph 1) "The Secretary General shall be elected, on the proposal of the Bureau, by the Standing Committee by a two-thirds majority of the votes cast by secret ballot." Members of the Bureau and the Standing Committee will therefore not be eligible to apply as candidates unless they present their resignation of their posts as Members of the Bureau and the Standing Committee before presenting their candidature.

The qualifications and experience of persons already employed by the OSCE Parliamentary Assembly shall be taken into consideration, so that members of the Secretariat may have reasonable prospects of promotion.

Applications in English – in the form of a cover letter and a detailed *Curriculum Vitae* and including three letters of reference – should be addressed to the Administrative Director of the OSCE Parliamentary Assembly, Mr. Kurt Lerras, and submitted to sgvacancy@oscepa.dk no later than Thursday, April 2, 2015. Only applications submitted via e-mail to this address will be considered.

Applications will be reviewed by a four-member special subcommittee appointed for this purpose and by the International Secretariat in Copenhagen and will be made available to all members of the Bureau of the Assembly.

The OSCE PA values diversity and is committed to equal opportunities. The OSCE PA welcomes applicants regardless of gender, ethnic origin, religious beliefs, disability, sexual orientation or age.

Further information about the OSCE Parliamentary Assembly is available at: www.oscepa.org