

**Vacancy Notice Number:** OSCE PA CPH 2017/1  
**Vacancy Type:** International Contracted  
**Field of Expertise:** GENERAL ADMINISTRATION AND FINANCE  
**Post Title:** Chief, Administration and Finance  
**Duty Station:** Copenhagen, Denmark  
**No. of Positions:** 1  
**Date of Entry on Duty:** 1 September 2017  
**Vacancy Notice Issue Date:** 02-May-2017  
**Deadline for Application:** 16-June-2017

**Background:**

The Parliamentary Assembly of the OSCE is the parliamentary dimension of the Organization for Security and Co-operation in Europe, whose 57 participating States span the geographical area from Vancouver to Vladivostok.

The primary task of the 323-member Assembly is to facilitate inter-parliamentary dialogue, an important aspect of the overall effort to meet the challenges of democracy throughout the OSCE area.

Recognized as a regional arrangement under Chapter VIII of the United Nations Charter, the OSCE is a primary instrument for early warning, conflict prevention, crisis management and post-conflict rehabilitation in its area.

The Parliamentary Assembly originally established by the 1990 Paris Summit to promote greater involvement in the OSCE by national parliaments in the participating States, also pursues other important objectives which are stated in the preamble of the Assembly's Rules of Procedure.

**Tasks and Responsibilities**

Under the overall supervision of the Deputy Secretary General and the Secretary General, the incumbent, as Chief Administration and Finance for the OSCEPA in Copenhagen and its Vienna Liaison Office, will be responsible for the overall planning, management and delivery of a diverse range of administrative and financial support services required by the OSCEPA to fulfil its mandate.

In accordance with the respective OSCEPA rules and regulations, the incumbent provides advice to Deputy Secretary General for Finance and the Secretary General on administrative policies, the management of financial, human, and material resources and on budgetary consequences of programme initiatives, approving and ensuring that all administrative actions are implemented in accordance with the accounting policies and procedures of the OSCEPA and within budget allotments and available resources.

The responsibilities and authorities of the selected candidate, in the capacity of CAF, are as follows:

- Ensures that effective management principles, policies and procedures are implemented in the office use of human and material resources and that these are administered in accordance with the existing OSCEPA Financial and Staff Regulations;
- Formulates and implements appropriate control procedures and systems to safeguard the OSCEPA resources and ensures accountability at all levels; takes overall responsibility for risk assessment;
- Plans, directs and co-ordinates the work of the budget, payments and accounting functions, including financial and budgetary records and reports, as well as timely submission of coherent budget proposals; reports on transactions related to OSCEPA Unified Budget Fund and extra-budgetary grants;
- Keeps control over accounts receivable, mainly collections of assessed contributions from participating states;
- Prepares annual financial statements and serving as the focal point for audits of annual financial statements, comments on and implements audit observations;

- Plans, integrates and co-ordinates human resources, more specifically: the recruitment, administration and training functions; directs the management of the OSCEPA post table; supervises the recruitment, placement, and personnel administration and performance management of staff and supervises staff welfare, staff development and training activities;
- Manages general support functions, including procurement to ensure that best value for money is obtained through competitive and transparent bidding; controls OSCEPA inventory and property; supervises logistics, supplies, transport and building management operations;
- Co-ordinates with ICT team the optimal performance and technical maintenance of all internal and external information technology and communications/telecommunications systems; ensures support to end-users and that all IT systems are compliant with OSCEPA IT standards, policies and procedures;
- Co-ordinates with the documents and records management team the handling, disposal and archiving of documents;
- Performs other tasks as assigned such as liaising with the local authorities on matters related to the status of international and local staff in the host country.

### **Necessary Qualifications**

- University degree in public or business administration, administrative law or equivalent preferably with specialization in finance or accounting and/or personnel management;
- A minimum of six years of progressively responsible professional experience in general administration and/or accounting, preferably in an international environment or within operational missions;
- Established experience and understanding of human resources management and principles and practices;
- Proven experience managing, supervising and motivating a team;
- Excellent communication, planning and organizational skills; ability to maintain strict confidentiality in all aspects of work;
- Flexibility and ability to work under pressure;
- Computer literacy, with practical experience with Microsoft packages; ability to use and knowledge of an ERP system;
- Professional fluency in English both written and oral; knowledge of Danish would be considered an advantage;
- Ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.

### **Remuneration Package**

Monthly remuneration subject to social security deductions will be commensurate with experience and qualifications and will include possibility of participation in the medical insurance scheme and the OSCEPA Provident Fund.

**If you wish to apply for this position, please send your curriculum vitae and cover letter to [vacancy@oscepa.dk](mailto:vacancy@oscepa.dk), stating “OSCE PA CPH 2017/1 CAF application” in the subject of the email.**

**The OSCEPA retains the discretion to re-advertise the vacancy, to cancel the recruitment or to offer an appointment with a modified job description or for a different duration.**

**Please note that vacancies in the OSCEPA are open for competition only amongst nationals of participating states. Please see <http://www.oscepa.org/members/member-countries> for a full list of OSCEPA participating states.**

**The OSCEPA 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 OSCEPA.**