



Vacancy notice number: OSCE PA CPH 2018/1
Vacancy type: Contracted
Field of expertise: Administration, logistics, procurement
Post Title: Administration and Logistics Officer
OSCE Institution: OSCE Parliamentary Assembly
Duty Station: Copenhagen HQ
No. of positions: 1
Date of Entry on Duty: As soon as possible
Vacancy notice issue date: 10-Sep-2018
Deadline for Application: 30-Sep-2018

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.

Task and responsibilities:

Under the overall authority of the Secretary General and the direct supervision of the supervision of the Chief of Administration and Finance, the incumbent will be responsible for the provision of cost effective procurement, building and general office asset maintenance, administration of travel authorizations and liaison with third parties for efficient maintenance of office administration. He/she will be tasked with but not limited to the following duties:

- Making proposals for standardization and the most rational usage of equipment/assets and proposing scope of services for establishment of service/maintenance-related contracts;

- Planning and managing purchasing and related contractual aspects taking into account local economic and other prevailing conditions; coordinating the procurement of all types of goods and services for the office;
- Supervising the maintenance and repair of office premises and facilities;
- Providing optimal logistics support to the staff members in the office;
- Supporting the CAF in the day-to-day management of the office vehicles including maintenance, fuel disposal and ensuring accurate vehicle records;
- Providing administrative assistance and logistics to new personnel and research assistants (facilitate registration of research assistants internally and with the Host country);
- Providing assistance regarding practical issues with Danish MFA Protocol Department and other parties related to the organization and its staff;
- Liaising with the Danish Parliament for organizational, logistical and security matters;
- Assisting in organization and welcoming of high level officials and other important visitors including ad hoc driving when required;
- Providing logistic support to the conference and election teams in terms of preparing seating arrangements for conferences, organization and packing of shipments, ordering supplies, producing badges and any other ad hoc duties as required by the teams or necessary for the events;
- Serving as security focal point in the Secretariat and during meetings and conferences (ensuring the functionality of Secretariat alarm system and maintain contact with security company; in preparation of meetings and conferences ensures OSCE PA security requirements are met, preparation of briefings on security situation in mission areas and maintain communication with OSCE secretariat security management.
- Serving as a backup for IT officer and CAF.
- Performing other related duties as assigned

Necessary Qualifications:

- University degree or a secondary education degree with demonstrated strong professional background in business or similar social science field. Previous work experience in a similar public/parliamentary organization with international structure is highly desirable.
- Professional Fluency in English language. Fluency in Danish will be considered as an asset. Working knowledge of other OSCE working languages would be an asset;
- Minimum of 2 years of progressively responsible experience in administration and logistics with knowledge in fleet management, asset management, procurement and/or building management; knowledge in security field would be an asset;
- Computer literacy with practical experience in Microsoft applications; Basic IT knowledge in windows/troubleshooting, changing of hardware, backing up and restoring files would be an asset.
- Possession of a valid automobile driving license and ability to drive;
- Result oriented with strong administrative and organizational skills;
- Flexibility and ability to work under pressure;

- Ability to cope with different situations and people with tact, willingness to work extra hours and in an environment with limited infrastructure; strong ability to conceptualize work assigned, to self-motivate and work independently are highly desirable. High level of interpersonal skills and eloquence as well as the ability to work in an international and multicultural environment;

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 pension/Provident fund plan.

If you wish to apply for this position, please send your curriculum vitae and cover letter to

vacancy@oscepa.dk, stating "OSCE PA CPH 2018/1 Administration and Logistics Officer" 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.

Note that vacancies in the OSCE PA are open only to nationals of the 57 participation States, please see: www.osce.org/participating-states.

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

Only shortlisted applicants will be contacted.