

HR Assistant (G3) - Roster Call

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Location:	Bishkek	
Type of involvement:	full time	



Organization for Security and Co-operation in Europe (OSCE)

Address

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Information

Common information

1. The work of the Programme Office in Bishkek (POiB) focuses on a range of security issues from countering terrorism, border security and transnational threats such as human trafficking, to developing the country's regions, strengthening efforts to combat corruption on all levels, as well as supporting the reform of the justice sector, implementation of election reform, gender equality and building open and resilient societies.
2. The post is located in the Human Resources section within the Fund Administration Unit (FAU). The section is responsible for overseeing the development, implementation and day-to-day execution of operating policies related to the administration of terms and conditions of employment in line with OSCE Common Regulatory Management System (CRMS), recruitment, staffing and classification of posts, post tables for the annual budget preparation, staff-management relations, staff welfare, social security, training and development, staff benefits and entitlement and payroll.

Main Purpose

1. To provide administrative and technical support in implementing HR activities, by performing a variety of operational duties related to planning and coordination of recruitment processes, contract extensions, provision of entitlements and benefits, social security enrolments, maintenance of personal files, and provision of general administrative support.
2. Working under moderate supervision, the HR Assistant processes visa applications and accreditation requests, schedules and coordinates interviews, processes onboarding tasks, updates personnel records, maintains HR databases and rosters. The incumbent applies knowledge of standard HR practices and procedures to ensure timely and accurate HR administrative process delivery.

Work Relationships

1. The Human Resources Assistant reports directly to the Human Resources Officer (P2), while the Chief of Fund Administration (P3) acts as a second-level supervisor.
2. The incumbent collaborates and maintains effective working relationships with all mission members by facilitating the exchange of information relevant to assigned responsibilities. The incumbent assists the Human Resources Officer in collaboration, coordination and communication with auditors for the provision of information and clarification regarding business processes, internal controls and risk management. The HR Assistant communicates with candidates and experts to

schedule tests or interviews, to request related educational documents, reference checks, or coordinate medical clearance, as well as with counterparts at the OSCE Secretariat for clarification of the technical HR matters.

Qualification requirements

Education:

- Completed secondary education, supplemented by specialized training in human resources or general management.

Experience and knowledge/skills:

- Minimum three (3) years of working experience (2 years with a first-level university degree or 1 year with a second-level university degree) in the field of human resources and/or general administration, part of which should preferably have been in an international environment;
- Advanced computer literacy with practical experience in Microsoft Office applications. Experience with ERP software is an asset;
- 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 genders, and diverse political views while maintaining impartiality and objectivity.

Languages:

- Excellent oral and written communication skills in English and local languages (Russian/Kyrgyz).
- 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.

Duties

Under the overall supervision of the Human Resources Officer, the successful candidate will be tasked with the following duties:

1. Preparing and submitting requests for visas for international mission members and official visitors; managing the accreditation administrative process for international mission members and their eligible family members; processing monthly mobile billing reports of the mission members;
2. Administering on-boarding and separation programmes; providing technical and administrative support for the induction of new mission members through an online on-boarding programme and other mandatory courses; providing technical support to supervisors with setting probationary performance objectives; notifying mission members and supervisors on the probationary period end dates; administering participation of new mission members in mandatory courses and following up on their completion;
3. Supporting the recruitment activities in line with the OSCE Common Regulatory Management System (CRMS); drafting, posting and closing vacancy notices; updating and maintaining Taleo records of candidates throughout the recruitment cycle, pre-screening and long-listing candidates, arranging/scheduling interviews and tests; acting as a Secretary to the Evaluation Board /Evaluation Board Member; preparing draft selection reports; conducting references and education credentials checks; liaising with candidates and providing feedback, if required;
4. Updating the electronic Enterprise Resource Planning (ERP) system, entering data for new mission members, monitoring contractual status and entitlements, participation in social security schemes;
5. Maintaining up-to-date rosters of experts and local candidates for short-term assignments; supporting experts' recruitment on a Special Service Agreement (SSA) basis by scheduling interviews and tests; raising Purchase Orders (PO) for expert services;
6. Receiving incoming correspondence and phone calls and distributing/directing them to the respective departments; drafting and/or responding to routine incoming electronic correspondence received by the Fund Administration Unit.

For more detailed information on the structure and work of the OSCE Programme Office in Bishkek, please see: [OSCE Programme Office in Bishkek](#)

Conditions

Remuneration Package:

Monthly remuneration, subject to social security deductions is 845.67 Euro/month. Social benefits will include Organization for Security and Co-operation in Europe participation in the Cigna medical insurance scheme and the OSCE Provident Fund. 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>.

Please note that for this position the OSCE does not reimburse expenses such as travel in connection with interviews, tests, visas and relocation.

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 normally expected to carry out the contractual obligation of two years.

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

About company

Программный офис в Бишкеке является полевой миссией ОБСЕ, расположенной в столице Кыргызской Республики в городе Бишкек.

Согласно мандату Программный офис в Бишкеке занимается разработкой, внедрением и отчетностью во всех трех измерениях в рамках подхода ОБСЕ к всеобъемлющей и основанной на сотрудничестве безопасности. Учитывая растущие потребности и приоритеты принимающей страны, Офис предоставляет содействие Правительству в рамках тесного сотрудничества между ОБСЕ и Кыргызской Республикой.

Работа Офиса сосредоточена на ряде вопросов безопасности: от транснациональных угроз (например, торговля людьми и терроризм) до содействия правоохранительным органам, а также на рисках, вызванных экономическими и экологическими проблемами. Помимо этого, Офис выступает в поддержку полной реализации Пакта ООН об экономических, социальных и культурных правах, судебной реформы, гендерного равенства, справедливости и демократичной избирательной системы.