

HR Assistant (G5)

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Deadline:	15.11.2026 23:59:59	remained 33 days
Salary:	до 1132 евро	
Location:	Bishkek	
Type of involvement:	full time	



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

Address

ул. Исанова 1/5

Information

Common information

Background:

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.

II. Main Purpose

1. To provide administrative and technical support in implementing HR policies and activities, by performing a variety of operational duties related to planning and coordination of recruitment processes, contract extensions, performance management, provision of entitlements and benefits, learning and development, social security enrolments, maintenance of personal files, and provision of general administrative support.
2. Working under moderate supervision, the HR Assistant assists with recruitment, onboarding, personnel records management, maintaining HR databases and rosters, acts as the first point of contact for the designated department on HR-related matters. The incumbent applies knowledge of standard HR practices and procedures to ensure timely and accurate HR process delivery.

III. 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 five (5) years of working experience (4 years with a first-level university degree or 3 years with a second-level university degree) in the field of human resources and/or 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;
 - Experience in project administration, providing support to managerial/professional staff and using administrative skills to assist in the execution of project development and implementation;
- Languages:
 - Excellent oral and written communication skills in English and local languages (Russian/Kyrgyz).

Duties

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

1. Supporting the entire range of recruitment activities in line with the OSCE Common Regulatory Management System (CRMS); drafting, editing, updating, 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.
2. Maintaining up-to-date rosters of experts and local candidates for short-term assignments; supporting the full cycle of experts' recruitment on a Special Service Agreement (SSA) basis; reviewing and clearing SSA-related documents; raising Purchase Orders (PO) for expert services.
3. Administering the electronic Enterprise Resource Planning (ERP) system, entering data for new mission members, monitoring contractual status and entitlements, participation in social security schemes; providing first-level support for the mission members by advising on procedures in line with CRMS and guiding/assisting in resolving issues;
4. 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; assisting supervisors with setting probationary performance objectives; notifying mission members and supervisors on the probationary period end dates; ensuring new mission members participation in mandatory courses, following up on their completion and responding to different requests for additional information and assistance; assists mission members with separation process in line with OSCE CRMS;
- 5.

Monitoring contractual status of mission members, ensuring timely contract extensions; managing transfer procedures of mission members and keeping track of the maximum periods of service; maintaining accurate personnel records and HR databases, including input into OSCE ERP system management systems;

6. Assisting supervisors with the Performance Management Process (PMP); providing initial PMP training to the new joiners, supporting mission members in the use of the electronic PMP tool, administering PMP documents workflow, monitoring timely completion of the objective setting, mid-year reviews and year-end reviews in line with the OSCE CRMS;
7. Administering participation of mission members in the social security schemes; acting as a contact person for the Provident Fund, health, incapacity, life and accidental disability insurance issues, briefing mission members on the social security schemes, assisting and following up on registration of dependants, and monitoring insurance reports of the mission members;
8. Supporting the planning and organization of learning and development initiatives, including training needs assessment, coordination with training providers, and logistical arrangements; assisting Human Resources Officer in the development and implementation of a comprehensive Learning & Development Plan; serving as administrative point of contact for the internal staff learning & development needs and assisting departments in the organisation and co-ordination of individual trainings; notifying mission members on dates, time, subject matters and other relevant details of training/workshops/courses; liaising with training providers, researching and identifying partner organisations, and institutions to conduct training courses, seminars and workshops, as requested. Providing logistical support, booking facilities and equipment, preparing learning materials and other support items for training and keeping attendance records;
9. Providing functional backstopping for the HR/Payroll Associate, including payroll administration during absences; delivering efficient administrative and operational support to the HR section; drafting correspondences, preparing HR-related documentation, and contributing to process improvements; undertaking research on a range of HR-related issues and providing support to the supervisor in the preparation of statistical analysis and reports; drafting written response to queries concerning HR matters.

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

Conditions

Monthly remuneration, subject to social security deductions is 1132 Euro/month 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.

Appointments are normally made at Step 1 of the applicable OSCE salary scale. In exceptional cases, an initial appointment at up to Step 3 may be considered. This depends on factors such as relevant experience exceeding minimum requirements or higher previous remuneration. Any such request by a candidate must be reviewed and approved by the OSCE before the appointment.

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 правоохранным 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.