



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNSECC00508  
**Vacancy Type:** Experts/Consultants  
**Field of Expertise:** AUDITING / INTERNAL OVERSIGHT  
**Post Title:** SENIOR EVALUATION EXPERT  
**Grade:**  
**OSCE Mission/Institution:** OSCE Secretariat, Office of Internal Oversight  
**Duty Station:** Vienna, Austria  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 12-Aug-2010  
**Deadline for Application:**

### Background:

The vacancy will remain open until closed. Please note that this is a consultancy assignment for 6 months duration.

The Office of Internal Oversight (OIO) is responsible for planning, organizing and carrying out audits, inspections and management reviews of the Organization's activities including field operations in order to determine adequacy of internal controls, compliance with the regulatory framework, and efficiency and effectiveness of operations.

### Tasks and Responsibilities:

Under the direct supervision of the Director of Internal Oversight the consultant will be tasked with:

- Drafting, carrying out and finalizing a programmatic evaluation, performance audit or value for money report in accordance with generally accepted audit or evaluation standards, as applicable, and the provision of recommendations and lessons learned based on agreed terms of reference and scope;
- Contributing to the preparation of the Office's evaluation framework;
- Providing guidance to OIO on professional evaluation standards; providing professional advice to managers in relation to establishing or improving self-evaluation tools and techniques;
- Traveling as required to various OSCE field operations;
- Carry out desk and field work and interviews as necessary; preparing findings and developing conclusions and recommendations;
- Preparing and submitting a detailed evaluation, performance audit or value for money report, as agreed, to the Director of Internal Oversight;
- Performing other related duties as required.

### Necessary Qualifications:

- Advanced university degree in sociology, evaluation, law or business management and membership of an internationally recognized evaluation body; experience in performance auditing would be an asset;
- A minimum of ten years experience, with both national and international experience in the evaluation field, with considerable experience in the examination of public sector management and administrative processes;
- Proven analytical skills;
- Excellent knowledge of English, including well developed report drafting skills; knowledge of other OSCE working languages would be an asset;
- Ability to work under pressure, meet deadlines and willingness to travel;
- Computer literacy; excellent knowledge of Microsoft word and excel software;
- Demonstrate political judgement and analytical skills and ability to function in a deadline-driven environment;

- 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:**

Remuneration will depend on the selected consultant's qualifications and experience and be in accordance with OSCE established rates.

Applicants should indicate whether they wish to be included in the OSCE Roster of Consultants for similar assignments.

**If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment/13108.html>.**

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/about/13131.html>.**

**The OSCE is committed to achieving a better balance of women and men within the Organization. Female candidates are particularly encouraged to apply.**