

## Organization for Security and Co-operation in Europe

ENGLISH only

**Vacancy Notice Number:** VNSECG00630  
**Vacancy Type:** Local Contracted  
**Field of Expertise:** TRANSLATORS, INTERPRETERS, CONFERENCE SERVICES  
**Post Title:** WORD PROCESSING OPERATOR, SPANISH LANGUAGE  
**Grade:** G4  
**OSCE Mission/Institution:** OSCE Secretariat, Department of Management and Finance  
**Duty Station:** Vienna, Austria  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 24-Jan-2012  
**Deadline for Application:** 20-Feb-2012

### Background:

The Department of Management and Finance (DMF) is the largest department in the OSCE Secretariat and is responsible for managing the material and financial resources of the Organization.

Conference Services, as part of this department, provides professional support to the Chairmanships of the decision-making bodies of the OSCE and the respective delegations on matters dealing with the organization of meetings, including interpretation and translation, documents control, editing and word processing services. Language Services Section plans and co-ordinates the delivery of these services in the six official OSCE languages and comprises sixteen staff as well as interpreters/ translators hired on a rotational short-term basis.

### Tasks and Responsibilities:

Under the direct supervision of the Supervisor, Text Control and Processing Unit, the incumbent will assist the work of the Spanish translators. He/she will perform the following duties:

- Typing conference documents, including statements, decisions and journals of meetings, notes verbales and the OSCE Annual Report; this will include complex tables and mathematical formulae and graphs;
- Formatting official conference documents;
- Preparing advance drafts and making corrections until the final version of the text is accepted;
- Taking dictation (directly from a translator or from a tape), proof-reading and checking work;
- Typing or re-typing and/or converting documents into machine-readable form for inclusion in the OSCE electronic archives;
- Maintaining and updating computer files and hard copy of all documents typed;
- Performing reference searches using ISYS full-text search and retrieval system;
- Performing other duties as assigned.

### Necessary Qualifications:

- Completed secondary education and a minimum of three years of clerical and typing experience; secretarial training would be desirable;
- Previous experience in a text-processing unit or conference/language services would be an asset;
- Knowledge of Spanish at mother-tongue level (oral and written) and working-level knowledge of English; knowledge of other OSCE working languages would be an asset;
- Knowledge of computer applications (word processing, graphics, database and spreadsheets);
- Ability to work under time pressure and occasionally to work overtime, including weekends;
- Demonstrated gender awareness and sensitivity as well as an ability to integrate a gender perspective into tasks and

activities;

- Ability to establish and maintain effective working relationships with people from different national and cultural background whilst remaining impartial and objective.

### **Remuneration Package:**

Monthly remuneration, subject to social security deduction is EUR 2,924 (12 times a year). OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund.

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

**The OSCE retains the discretion to re-advertise 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.**

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/who/83>.**

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

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

**No application fees or information with respect to bank account details are required by OSCE for our recruitment process.**