

CALL FOR APPLICATIONS FOR THE POSITION OF
THE SECRETARY GENERAL OF THE COMMUNITY OF DEMOCRACIES

I. POSITION DESCRIPTION

The Secretary General of the Community of Democracies heads the Permanent Secretariat of the Community of Democracies (PSCD) in Warsaw. Reporting directly to the Governing Council, the Secretary General is responsible for the day-to-day management of the Community of Democracies (CoD) affairs. The Secretary General provides strategic guidance and support to the Governing Council (GC) and Presidency of the CoD.

II. PERIOD OF APPOINTMENT

Secretary General is appointed for a 3-year period, as of 01 September 2024. This appointment does not carry any expectancy of renewal or conversion to any other type of appointment at the Permanent Secretariat, but may be renewed once, for a 3-year period, subject to decision of the Governing Council.

III. WORK CONDITIONS

Full working time at the office of the Permanent Secretariat in Warsaw is 40 (forty) hours per week. Secretary General is entitled to 30 (thirty) days annual leave and other leave as set forth in the PSCD Staff Regulations and Staff Rules.

IV. STATUS

Secretary General, unless being national or permanent resident of Poland, shall enjoy to the extent necessary for the carrying out of the function, privileges and immunities accorded to diplomatic agents by articles 29-34 of the Vienna Convention on Diplomatic Relations of 18 April 1961

V. REMUNERATION

The annual remuneration is established by the decision of the Governing Council at the level corresponding to D2 grade Level III of the OSCE salary scales for international contracted staff members in the Office of Democracy and Human Rights in Warsaw per year. Monthly remuneration shall be increased by a percentage of the net salary, determined by application of the monthly changes of the post adjustment multiplier established in accordance with the International Civil Service Commission's decisions. Salaries of the Secretary General are exempt from taxation in Poland unless they are nationals or permanent residents of Poland.

PSCD does not deduct any sums towards SG's personal social security or pension schemes.

Monthly remuneration shall be paid in US dollars with housing allowance and family allowance via bank transfer in the last week of each month.

SG's insurance cover in respect of health and medical costs shall be provided by the Permanent Secretariat

VI. APPLICATIONS AND DEADLINE

Letters of Application with CV attached as well as any inquiries should be addressed by e-mail to:

SGApplications@community-democracies.org

by 31 March 2024 24:00 CET

Applicants are welcome to share additional letters of endorsement to the above address.