



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECS01409
Vacancy Type: International Seconded
Field of Expertise: A&S HUMAN RESOURCES MANAGEMENT
Functional Level (LoPC):
Post Title: JUNIOR PROFESSIONAL OFFICER
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna and field operations
No. of Positions:
Date of Entry on Duty: 01-Jul-2019
Vacancy Notice Issue Date: 28-Feb-2019
Deadline for Application: 25-Mar-2019

Background

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, national minorities, democratization, policing strategies, counter-terrorism, economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

The overall goal of the Junior Professional Officer (JPO) Programme is to provide the selected JPOs with a comprehensive overview of the Organization, and in particular familiarize them with the OSCE programmatic approach and regulatory framework. In addition, the aim is to equip JPOs with important skills and abilities to build their professional career in an international and multicultural environment, exposing them to experiences at both the Secretariat and field level. This will further enable them to compete for future entry-level positions in the international civil service sector.

During their one-year assignment, JPOs will work at two different duty stations and might therefore have the opportunity to focus on two different subject areas. First, there will be a six-month period at the Secretariat (1 July 2019 – 30 December 2019) followed by another six-month period in one of the OSCE field operations (Early January 2020 – Late June 2020).

For more information about OSCE's Junior Professional Officer Programme please watch the webinar on JPO Opportunities: jobs.osce.org/webinars.

Potential openings:

The OSCE looks forward to receiving nominations from qualified candidates who will compete for the JPO positions offered in the following departments in the Secretariat:

- Office of the Secretary General (Communication and Media Relations Section; Conference and Language Services; Executive Management Section; External Co-operation Section; Office of Legal Affairs; Gender Section);
- Conflict Prevention Centre (South Eastern Europe Desk; South Caucasus Desk);
- Office of Special Representative/Co-ordinator for Combating Trafficking in Human Beings;
- Office of the Co-ordinator of OSCE Economic and Environmental Activities;
- Transnational Threats Department (Strategic Police Matters Unit; Action against Terrorism Unit);
- Department of Management and Finance (Information Security and Co-ordination);
- Department for Human Resources;
- Office of Internal Oversight.

Candidates may indicate their preference for a maximum of two areas of interest in the Cover Letter; however, the Organization reserves the right to short-list candidates for other JPO areas in line with their profile and background and needs of the department.

For more information on OSCE's activities please consult: osce.org/secretariat

Tasks and Responsibilities

Under the supervision of a senior staff member, JPOs are involved in the identification, design, implementation, monitoring and evaluation of OSCE initiatives. According to the needs of the receiving departments, JPOs participating in the 21st Round assignments may engage in activities including, but not be limited to the following tasks:

- Conducting desk/thematic research, or surveys and analyses, and drafting research papers, policy reports or concept papers for the Department of assignment;
- Policy work such as preparing files and background material for senior managers' trips, bi-lateral meetings and country visits;
- Preparing and compiling inputs for Permanent Council and other reports;
- Assisting in the preparation of written materials such as briefing papers/memos/talking points/speeches/documents/newsletters and PowerPoint presentations on specific issues related to the department of assignment;
- Attending various OSCE meetings, such as regular meetings of the OSCE decision-making and OSCE-related bodies, OSCE Security and Economic and Environmental Committee meetings, the Human Dimension Committee and Advisory Committee on Management and Finance meetings, or accompanying senior managers to external conferences, taking minutes, drafting official records and writing reports;
- Gaining an understanding of the legal framework of the OSCE, reviewing and providing comments/suggestions on legal documents/agreements, preparing legal opinions, performing research and drafting communications in response to questions received from the OSCE institutions/field operations;
- Assisting in project management such as participating in needs assessments, preparation of project proposals/budgets, and/or following up on the implementation of on-going projects and compiling Project Progress reports for donors;
- Contributing to the drafting of the Programme Budget Performance Reports and Programme Outlines;
- Gaining insight into and participating in audit/evaluation assignments in order to gain an overview of the results and effectiveness of OSCE projects and programmes;
- Supporting the organization of events, meetings, regional workshops, round-tables and conferences such as the Security Days, OSCE Economic and Environmental Fora, annual Aarhus Centre Meetings, the OSCE Summer School, capacity-building training, preparations for Ministerial Council meetings, etc.;
- Gaining an overview of the complexities and challenges involved in the provision of human resources, financial services, supply chain/travel management/procurement activities to the OSCE's diverse operations/locations;
- Supporting the assigned department with website updates, the production of booklets and leaflets and communication-related events/outreach activities;
- Performing other administrative duties such as editing/formatting files for dissemination, maintaining correspondence, translations from English into Russian and vice-versa, as applicable.

Note: Specific Terms of Reference (ToR) for Secretariat placements detailing the department, tasks and responsibilities will be communicated to selected candidates close to the start date. The placements in the field operations will be based on the needs of the Organization, the JPO profiles, expertise and areas of interest. JPOs can be expected to find out about their placement approximately 2-3 months prior to departure to field operation.

While the OSCE attempts to place selected JPOs in one of their three top areas of interest in the field operations, JPOs should be willing to be assigned to any OSCE Field Operation.

Necessary Qualifications

- The March 2019 round of applications is only open to nationals of OSCE participating States which agree to fund Junior Professional Officers for this one-year;
- Candidates should be under the age of 30 on the deadline of this vacancy notice;
- Completed first-level degree from accredited universities in a field of study relevant to OSCE's mandate. This may include degrees in: economics/environmental studies, educational/social sciences, international (criminal) law, terrorism

studies, Central Asian or East European studies, peace and conflict studies, finance, accounting, human resources. Furthermore, graduates from recognized police and military academies are also eligible;

- Professional fluency in English, both oral and written, and the ability to communicate clearly and concisely is mandatory;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds whilst maintaining impartiality and objectivity;
- Awareness of the importance of integrating a gender perspective into tasks and activities;
- Demonstrate open-mindedness, flexibility, high motivation and readiness to take on challenges;
- Previous work experience in a relevant field would be an asset;
- Knowledge of other OSCE official languages, especially Russian, would be an asset.

Candidates interested in participating in this programme are requested to apply online using the application form to be found under this link: jobs.osce.org.

The online application system will forward applications directly to the respective authorities in your country of nationality, usually the Ministry of Foreign Affairs, who may conduct an initial selection before nominating their candidates to the OSCE. If your participating State does not allow you to apply online for seconded positions, you should contact the respective OSCE delegation, whose address can be found under this link: osce.org/contacts/delegations.

Please direct all inquiries to your relevant national authorities and apply several days prior to the expiry of the deadline to allow enough time for your application to be processed. Delayed nominations or nominations sent directly to the OSCE Secretariat will not be considered.

Should your participating State not sponsor JPOs in this round, please note you may be eligible to apply for positions sponsored by the OSCE Unified Budget. We expect the vacancy notice to be opened to nationals of all 57 participating States in July 2019.

All costs relating to the assignment of this Round of the Junior Professional Officer Programme shall be borne by the authorities of the nominating participating States.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. You can inquire about this process via your participating State delegation here: osce.org/contacts/delegations.

The evaluation of qualified candidates will include a written test and a pre-recorded SONRU competency-based interview. Candidates may indicate their preferences for a maximum of two areas of interest in the Cover Letter. In addition to the technical/post-related competencies, the OSCE has defined an inventory of expected skills and behaviours that lead to excellence on the job. JPOs need to abide to the provisions stated in the OSCE competency model which can be consulted via the following link: jobs.osce.org/resources/document/our-competency-model.

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.

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