

Junior Professional Officer (S) (SEC000349)

Primary Location
OSCE Secretariat, Vienna

Job Information

Profile

Employee Status
Fixed Term

Job Type
Seconded

Schedule
Full-time

Education Level
Bachelor's Degree (First-level university degree or equivalent)

Compensation

Contract Type
International Secondment

Appointment Type
SM.S.I|Fixed-term

Grade
S - INS.S

Contract Duration
24 months

Currency
Euro (EUR)

Job Description

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, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and 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.

If you are a skilled graduate with enthusiasm and curiosity to join the OSCE, the Junior Professional Officer (JPO) Programme might be the right choice for you and the beginning of an exciting international career journey.

The overall goal of the JPO Programme is to provide our JPOs with an overview of the Organization, its programmatic approach and regulatory framework and to offer hands-on experience with OSCE projects and activities in the Secretariat and in our Field Missions. The programme offers young professionals an opportunity to build a professional career in the multilateral international cooperation and equip them with skills and abilities necessary to work in a multicultural environment. The JPO Programme is a great opportunity to get a foothold in the international civil service sector.

During their 24 months 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 twelve-months period at the Secretariat (March 2024 until March 2025) followed by another twelve-months period in one of the OSCE field operations (April 2025 until April 2026).

For more information about OSCE's Junior Professional Officer Programme and openings available please visit: [JPO Openings 2024-2026 | OSCE Employment](#)

Potential openings:

For this 25th round of the programme we are targeting candidates for positions in a wide range of thematic areas:

- Office of the Secretary General: Communications and Media Relations, Executive Management, External Co-operation, Gender Issues, Office of Legal Affairs, Security Management.

- Conflict Prevention Centre: Policy Support Service (Caucasus, Central Asia, Eastern European and South-Eastern European desks), The Situation Room, and the Programming and Evaluation Unit.

- Office of the Special Representative/Co-ordinator for Combating Trafficking in Human Beings: Programme and Capacity Building, Support responses to emerging challenges.

- Office of the Co-ordinator of OSCE Economic and Environmental Activities: Economic Governance Unit and Energy Security.
- Transnational Threats Department: Strategic Police Matters.

- Department of Management and Finance: Risk Management, Compliance and Information Security Unit, Procurement and Contracting Unit.

- Department for Human Resources – Talent Acquisition.

- Office of Internal Oversight: Investigation Section, Evaluation Section and Audit Section.

Candidates must indicate their preference for a maximum of three thematic areas of interest in order of preference in their application. However, the Organization reserves the right to short-list candidates according to the needs of the receiving department. For more information on OSCE's activities please consult: <https://www.osce.org/>

Tasks and Responsibilities:

Typical Tasks and Responsibilities may include, but are not limited to:

1. Conducting thematic research, or surveys and analyses, and assisting in drafting research papers, policy reports or concept papers for the department/office of assignment;
2. Preparing policy work and background material for events, meetings or trips; assisting in the organization of meetings and events, communicating and networking with different partners and stakeholders;
3. Assisting in the preparation of written materials such as briefing papers, memos, talking points, speeches, newsletters, and presentations on specific issues related to the department of assignment;
4. Providing logistic and administrative support in the implementation, development and monitoring of projects;
5. Attending and providing support to various OSCE meetings, such as regular meetings of the OSCE decision-making and OSCE-related bodies;
6. Performing legal research and analysis and providing legal support for the preparation of legal opinions, studies, reports or correspondence, contracts, etc.;
7. Gaining insight into and participating in audit/evaluation related assignments;
8. Supporting the organization of events, meetings, regional workshops, round-tables and conferences including administering participants, communicating with participants/speakers, preparing and distributing materials and assisting with visa applications and hotel arrangements and online arrangements;
9. Providing support to OSCE learning activities; developing visuals and promotional materials;
10. Supporting with developing and publishing engaging content for the OSCE social media channels and the OSCE website; website updates, the production of booklets and leaflets and communication related events and outreach activities; organization and facilitation of webinars;

Note: Specific Terms of Reference (ToR) for Secretariat placements detailing the department/office, tasks and responsibilities can be found here. JPOs can expect to be informed about their field operation placement approximately 3-4 months prior to departure to the field. While the OSCE attempts to place selected JPOs in one of their three top areas of interest JPOs should be willing to be assigned to any OSCE department/duty station and they will need to commit to this principle in writing upon selection.

Necessary Qualifications:

- The 2024 JPO Programme is open to: 1) nationals of OSCE participating States and Partners for Co-operation, which agree to fund Junior Professional Officers for two years, and 2) a limited number of nationals of OSCE participating States who are not in the position to receive sponsoring;
- Candidates should be under the age of 32 on the deadline of this vacancy notice;
- Completed first-level university degree in a field of study relevant to OSCE's mandate. This may include degrees in: political science, international relations, human rights, law, politico-military aspects of security, criminal justice, peace and conflict studies, educational/social sciences, public policy, business administration, human resources, economics, environmental studies, information technology, media studies, gender studies;
- Previous work experience in a relevant field would be an asset;
- Professional fluency in English, both oral and written, and the ability to communicate clearly and concisely is mandatory; knowledge of other OSCE official languages would be an asset;
- Awareness of the importance of integrating a diversity perspective into tasks and activities;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds whilst maintaining impartiality and objectivity;
- Demonstrated open-mindedness, flexibility, high motivation and readiness to take on challenges;
- Computer literacy with practical experience with Microsoft applications.
- If you wish to apply, please note that your application is subject to nomination by your authorities. This applies for both candidates sponsored by the OSCE (Unified Budget) or funded directly by your participating State.

For more information about sponsorship and nomination consideration please enquire with your participating State: osce.org/contacts/delegations

Direct application to the OSCE Secretariat without nomination shall not be considered.

- Each JPO sponsored by the OSCE will receive a monthly stipend of EUR 2,670. These JPOs will be enrolled in the OSCE health and life/accident/disability insurance schemes. Travel expenses by most economic route to/from the country of residence to Vienna and to/from Vienna to the respective field operation will also be covered by the OSCE. Successful candidates will be responsible for making their own accommodation arrangements in Vienna/at the duty station, however, the OSCE is willing to provide advice, if required. For positions funded by the OSCE (Unified Budget) gender and geographical considerations will be part of the criteria used in the assessment of applications.

- Each JPO sponsored by participating States should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. In this case, 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. You can inquire about this process via your participating State delegation at the above-mentioned link.

Candidates interested in participating in this Programme are requested to apply online using the application form to be found under this link: vacancies.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.

Participating States may conduct an initial screening process prior to the deadline for applications and before nominating candidates to the OSCE. 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.

The evaluation of qualified candidates considered further may include a written test and a pre-recorded interview followed by a final round interview with the receiving department. 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 under the following link: jobs.osce.org/resources/document/ourcompetency-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.

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Issue Date

10-11-2023

Number of posts

23

Closing Date

10-12-2023

Target Start Date

01 March 2024