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Employment

Head, Economic and Environmental Unit

Vacancy number: VNAZES00032

Type of vacancy: Secondment

Field of expertise: Economic and Environmental Affairs

Functional level: Middle Management

Duty station: Baku

Date of entry on duty: 8 December 2008

Vacancy notice issued: 15 September 2008

Deadline for applications: 15 October 2008

Number of posts: 1

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- Excellent physical condition
- Possession of a valid automobile driving license and ability to drive using manual transmission
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- University education in economics, regional planning and development, environmental studies or related fields, or equivalent professional experience in such areas
- Work experience in the fields of economics, business development, regional planning and development or environmental development and protection
- Experience working with developing or transitional economies
- Communication, interpersonal and analytical skills

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced education/certified training course in a relevant field desirable

Experience:

Links

[SOURCE LINK: OSCE Office in Baku](#)

[Fields of expertise](#)

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Minimum 6 years of relevant, diversified and progressively responsible professional experience including at least 3 years at the management level relevant to the actual position

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Ability to establish contact and develop confident relations with government officials and institutions, as well as with civil society
- Good analytical skills
- Proven work experience in project management (both narrative and financial): project development, including budgeting, monitoring, implementation, and reporting
- Ability to operate windows applications, including word processing and e-mail
- Ability to work independently
- Professional fluency in the English language and the ability to draft documents clearly and concisely
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity

Desirable:

- Working knowledge of Azerbaijani/Turkish or Russian languages
 - Previous work experience in an international environment or within operational Missions
 - Experience of working in the South Caucasus region and/or knowledge of the region
 - Experience of managing a small team of experts of different nationalities
 - Initial secondment for a period of at least one year
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Tasks and Responsibilities

Under the general direction and supervision of the Head of the OSCE Office in Baku, the incumbent will be responsible for the management of the Office's activities with regard to economic and environmental affairs. Specifically, the incumbent will perform the following duties:

1. Initiates, develops and manages projects and other activities within the economic and environmental dimension of the Office's mandate;
2. Promotes good governance and transparency, regional economic development and environmental security;
3. Supervises and co-ordinates staff in the Economic and Environmental unit of the Office;
4. Provides advice to the Head of Office on current economic and environmental

affairs;

5. Establishes and maintains contacts and information exchange with local authorities, universities, research institutions and NGOs;
6. Conducts liaison with international organizations and agencies and other donors on economic and environmental issues;
7. Liaises with the Office of the Co-ordinator for Economic and Environmental Affairs in the OSCE Secretariat, to arrange OSCE events and seminars, inter alia, regional seminars and visits to the area by OSCE delegations, as well as the events with OSCE participation;
8. Writes reports and background documents related to economic and environmental issues;
9. Performs other related duties as required.

The OSCE is committed to achieving a better balance of women and men within the Organization. The nomination of female candidates is particularly encouraged.

Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.

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