



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNTAJS00114
Vacancy Type: International Seconded
Field of Expertise: MILITARY AFFAIRS
Functional Level (LoPC): MIDDLE MANAGEMENT
Post Title: HEAD, POLITICAL AND MILITARY DEPARTMENT*
OSCE Mission/Institution: OSCE Office in Tajikistan
Duty Station: Dushanbe, Tajikistan
No. of Positions: 1
Date of Entry on Duty: 01-Feb-2011
Vacancy Notice Issue Date: 15-Nov-2010
Deadline for Application: 14-Dec-2010

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:

- Officer / Warrant Officer training and/or university degree in a relevant technical field
- Significant experience in arms control, peace-keeping operations and/or other relevant areas of military-related affairs
- Experience in negotiations and liaison with governmental and military authorities
- Ability to compile and analyse information of a political-military nature

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:

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 produce analytical reports including previous international work experience in the preparation of comprehensive reports and analysis
- Proven management and supervisory experience
- Experience in negotiation/mediation
- Previous experience of working in a programmatic/strategic planning role, using a result-based management approach
- Demonstrated ability and willingness to lead and work with a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity
- Cultural sensitivity and judgment
- Flexibility and ability to work under pressure and with limited time frames
- Professional fluency in the English language
- Ability to operate windows applications, including word processing and e-mail

Desirable:

- Strong knowledge of the Russian, Tajik and/or Persian language
- Previous international work experience and/or experience in field missions in Central Asia

Tasks and Responsibilities

Under the direct supervision of the Head of Office and Deputy Head of Office, the Head, Political and Military Department:

1. Manages the Politico-Military Department and provides direction to its activities in accord with Office mandate;
2. Monitors development and implementation of activities and projects related to small arms and light weapons action against terrorism, policing, border security and management, mine action, threats and challenges to security and other politico-military aspects of security;
3. Supervises, analyses and reports on political and security developments related to the field;
4. Develops and maintains co-operation with the Government of the host country;
5. Liaises with the other OSCE field operations in the region;
6. Establishes and maintains contacts with national authorities, universities, research institutions, implementing partners and non-governmental organizations (NGOs);
7. Assists in arranging OSCE regional events, inter alia, regional seminars and visits to the area by OSCE delegations, as well as other events with OSCE participation;
8. Performs other related duties as required.

* The post title and level of professional competence is subject to approval of the Unified Budget 2011

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

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

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.



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNTAJS00113
Vacancy Type: International Seconded
Field of Expertise: GENERAL STAFF/MONITORING
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: FIELD OFFICER
OSCE Mission/Institution: OSCE Office in Tajikistan
Duty Station: Khujand, Tajikistan
No. of Positions: 1
Date of Entry on Duty: 01-Feb-2011
Vacancy Notice Issue Date: 15-Nov-2010
Deadline for Application: 06-Dec-2010

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:

- Demonstrable organizational skills
- Proven ability to communicate effectively, both orally and in writing
- Demonstrable interpersonal skills and documented experience in negotiations
- Depending on the field activity's mandate, significant prior experience in relevant fields such as international customs practices and procedures, law enforcement, and military observations and arms control may also be required
- Negotiating experience, preferably in the area of monitoring operations and/or related activities

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Mandatory:

- Ability to establish contact and develop confident relations with the local authorities as well as the ability to work with government officials and institutions
- Significant prior experience in project management utilizing analytical and problem solving skills, in particular in the economic and environmental sphere, and a good understanding of project planning issues
- Demonstrable interpersonal skills and counted experience in negotiations
- Good analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems
- Flexibility and ability to work under pressure and within limited time frames
- Professional fluency in the English language, both oral and written, including the ability to draft documents clearly and concisely
- Flexibility and ability to work under pressure in an environment with extremely limited infrastructure and in tough climatic conditions
- Ability to operate windows applications, including word processing and e-mail
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender and political views, while maintaining impartiality and objectivity

Desirable:

- Working knowledge of the Russian and/or Tajik languages
- Experience of working in the Central Asian region and/or knowledge of the region
- Previous international experience in developing/transition countries

Tasks and Responsibilities

Under the supervision of the Deputy Head of the OSCE Office in Tajikistan the Field Officer:

1. Monitors the human rights situation; develops programme proposals for mission activities; designs and/or implements democratization projects in the region;
2. Promotes OSCE principles locally and acts as an important political relay between the international community and the local authorities;
3. Strives to build strong relations with the local authorities as well as members of civil society in the area;
4. Closely co-ordinates his/her work in the main office and, as far as geographical conditions permit, takes part in the weekly Field Office meetings organized by the Head of Centre in Dushanbe;
5. Reports on a regular basis about developments in the region and writes separate spot reports whenever the nature of the situation warrants;
6. Establishes, maintains and strengthens good relations with other international organizations or non-governmental organizations (NGOs) in the region covered by the Field Office;
7. Manages the office in terms of administration, finance and human resources and provides monthly expense reports to the Dushanbe Main Office;
8. Performs other duties as requested.

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Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNTAJS00111
Vacancy Type: International Seconded
Field of Expertise: ELECTIONS
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: ELECTIONS REFORM OFFICER (LEGAL AND ELECTORAL REFORM OFFICER*)
OSCE Mission/Institution: OSCE Office in Tajikistan
Duty Station: Dushanbe, Tajikistan
No. of Positions: 1
Date of Entry on Duty: 01-Feb-2011
Vacancy Notice Issue Date: 04-Nov-2010
Deadline for Application: 15-Dec-2010

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:

- Experience in election administration, supervision or voter registration
- Good understanding of basic legal documents (constitutions, election laws and regulations)
- Good understanding of various electoral and political systems
- Experience in liaising with government agencies and NGOs
- Experience in management or supervision of subordinate staff
- Ability to work under tight deadlines and in a difficult and politically sensitive environment
- Negotiating and diplomatic skills

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Command of the project management cycle from project development through monitoring and evaluation
- Legal background, including knowledge of international civil, political and human rights standards
- Demonstrated analytical and problem-solving skills
- Strong communication skills
- Professional fluency in the English language
- Ability to conduct strategic planning, results-based management and reporting
- 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
- Flexibility and ability to work under pressure and with limited timeframes
- Ability to operate windows applications, including word-processing, Excel and e-mail

Desirable:

- Strong knowledge of the Russian, Tajik and/or Persian language
- Substantive public administration or parliamentary/legislative affairs experience and procedural comprehension, preferably within CIS
- Knowledge and demonstrable experience in change management
- Experience in drafting legislation
- Knowledge of legal and/or legislative process issues, such as complaints and appeals bodies, dispute resolution and mechanisms for both internal and public review and comment
- Knowledge of electoral legislation, inter alia: Central Elections Commission, Municipal Elections, Assembly Elections, and registration procedures for all parties engaged in the electoral process

Tasks and Responsibilities

Under the supervision of the Head of the Human Dimension Department, the Elections Reform Officer (Legal and Electoral Reform Officer*):

1. Manages the day-to-day operations of the Legal-Electoral Reform Unit including pre-implementation first-level approval and post-implementation review of all expenditures and/or use of resources including, but not limited to, all direct implementation, cost-sharing, Special Service Agreements (SSAs) and implementing partner agreements;
2. Initiates, plans, organizes and implements programs to promote fulfillment of international commitments in the areas of rule of law and structural components of a democratic society;
3. In co-ordination with other Units within the Human Dimension Department monitors, analyzes, reports and advises on legal/legislative reform issues and policy initiatives, including focusing on conformance with international standards of civil, political and human rights;
4. Advises on procedures in legal/legislative reform issues and policy initiatives, including working groups formed on specific reform initiatives;
5. Supports the design and implementation of specialized training programs for legal professionals;
6. Supports the design and implementation of technical capacity-building programs for Tajikistan's Central Commission on Elections and Referenda, for local and precinct Election Commissions, and for other target groups engaged in the electoral process;
7. Supports participation from Tajikistan in monitoring elections;
8. Establishes and maintains contacts with national and local Tajik authorities, including Members of Parliament, universities and research institutions, lawyers' associations, political parties, domestic and international Non-Governmental Organizations (NGOs);
9. Supports the Tajikistan-based programming of OSCE founded institutions and maintains close co-ordination, in particular, with the OSCE Office of Democratic Institutions and Human Rights (ODIHR) and the OSCE Parliamentary Assembly;

10. Performs other related duties as required.

(* Proposed post title in 2011)

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