



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECS00372
Vacancy Type: International Seconded
Field of Expertise: MILITARY AFFAIRS
Functional Level (LoPC):
Post Title: FSC SUPPORT OFFICER
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 15-Jan-2009
Deadline for Application: 05-Feb-2009

Background

This position is open for secondment only and participating States are reminded that all costs in relation to appointment at the Secretariat must be borne by their authorities.

The Forum for Security Co-operation Support (FSC) is the main OSCE body dealing with the politico-military aspects of security and provides a forum for political dialogue for diplomats from OSCE states. The FSC Support Section within the Conflict Prevention Centre at the OSCE Secretariat supports the work of the FSC by providing technical support and expertise. In this respect the Section prepares reports and overviews on military information exchanged by participating States, provides speaking points and supports delegations at regular events. The Section also fosters implementation of CSBM measures by conducting seminars in the OSCE region, leading assessment missions as well as developing project documents with regard to assistance requests on Small Arms and Light Weapons (SALW) and Conventional Ammunition, including rocket fuel.

Tasks and Responsibilities

Under the supervision of the Senior FSC Support Officer, the incumbent will be responsible for:

- Assisting the Troika of the Forum for Security Co-operation (FSC) in preparing weekly meetings of the Forum and representing the Conflict Prevention Centre (CPC) at working bodies of the FSC, as appropriate;
- Conducting research, compiling background information and analyzing the content of documents/papers submitted by delegations on topics relating to politico-military aspects of security for discussion at the FSC;
- Preparing overviews of information exchanged by the participating States (pS) according to the Vienna Document, the Document on SALW, the Document on SCA (Stockpiles of Conventional Ammunition) and the Code of Conduct and presenting findings of these overviews to the delegations of the pS and at OSCE conferences and workshops;
- Preparing reports, background papers and briefings for the delegations of pS to support discussion at the FSC on the politico-military aspects of security;
- Providing expert advice to delegations of pS and keeping a record of information on activities related to the implementation of above-mentioned Documents;
- Organizing seminars and workshops designed to foster the implementation of the above mentioned Documents, including developing agendas, identifying expert speakers, international organizations and NGOs to participate in these events; preparing summary reports and information on these events;
- Developing and administering projects designed to assist pS in implementing their commitments related to the politico-military aspects of security and SALW/SCA; preparing project proposals and budgets for submission to pS in order to secure voluntary contributions; authorizing disbursement of funds and compiling reports on activities for donors;
- Performing other related duties such as participating in and making presentations at security-related events organized by the OSCE or other international organizations, academic institutions or pS.

Necessary Qualifications

- University degree in international relations, international law, political science or a related field; advanced level degree in international relations or political science would be an asset;
- Minimum of six years of practical experience in security policy and arms control within a government, an international organization or an academic/research institution;
- Knowledge of issues relating to arms control and security, particularly OSCE-related documents would be an asset;
- Tact and discretion and ability to interact with delegates and officials from international organizations and NGOs;
- Professional fluency in English with excellent drafting and communication skills; knowledge of another OSCE working language would be an asset;
- Computer literate with practical experience in Microsoft packages;
- Ability to work with minimum supervision and as part of a team;
- Ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.

This post is open for secondment only. Candidates are requested to apply through the OSCE desk of the respective Ministry for Foreign Affairs several days prior to deadline expiration to ensure timely processing of the application. Delayed nominations will not be considered.

The OSCE is committed to achieving a better balance of women and men within the Organization.

The nomination of female candidates is particularly encouraged.

The OSCE is a non-career organization committed to the principle of staff rotation.