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ENGLISH only

**Organization for Security and Co-operation in Europe**

**Director for Human Resources**

**Vienna, 26 January 2012**

**To: All OSCE Delegations in Vienna**

**SUBJECT: VACANCY IN THE OSCE OFFICE IN TAJIKISTAN**

The OSCE Office in Tajikistan has identified the following vacancy that needs to be filled as soon as possible:

**Water and Energy Adviser            1 position**

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Section (Seconded)/Department of Human Resources, in the Secretariat. Please note that the deadline for the submission of applications is 13 February 2012.



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNTAJS00205  
**Vacancy Type:** International Seconded  
**Field of Expertise:** ECONOMIC & ENVIRONMENTAL AFFAIRS  
**Functional Level (LoPC):** SENIOR PROFESSIONAL  
**Post Title:** WATER AND ENERGY POLICY ADVISER  
**OSCE Mission/Institution:** OSCE Office in Tajikistan  
**Duty Station:** Dushanbe, Tajikistan  
**No. of Positions:** 1  
**Date of Entry on Duty:** 01-Mar-2012  
**Vacancy Notice Issue Date:** 26-Jan-2012  
**Deadline for Application:** 13-Feb-2012

### 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 degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

### Mission Specific Requirements

Additionally, this particular post has specific requirements:

**Mandatory:**

- Working knowledge of the water sources management principles aimed to ensure sustainable development
- Previous experience of working in a programmatic/strategic planning role
- Ability to establish contact and develop confident relations with government officials and institutions, as well as civil society
- Sound experience in identifying potential relevant programmes and projects and their subsequent implementation, monitoring and analytical 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 time frames
- Professional fluency in the English language, both oral and written, and the ability to draft documents clearly and concisely
- Working knowledge of the Russian and/or Tajik languages
- Ability to operate windows applications, including word processing and e-mail

**Desirable:**

- Prior work experience in field missions, preferably in Central Asia or South Caucasus

## **Tasks and Responsibilities**

Under the direct supervision of the Head, Economic and Environmental Department, the Water Management Adviser:

1. Manages the Office's programmatic activities in the areas of water management and energy security;
2. Conducts baseline study and stakeholder analysis: - Reviews current situation on all relevant baseline information and current policy and practices with regard to water resources management for the wider Central Asian regional context;- Identifies national and regional key project stakeholders and partners and analyzes documented consultations in view of their future/potential role during the implementation phase;
3. Works closely with appropriate water professionals and institutions at the national and regional level to achieve basic consensus on scale, content and format of main project(s);
4. Works with the host government relevant institutions and agencies to follow and apply the latest Integrated Water and Resource Management (IWRM) methodological good practices;
5. Analyzes and assesses existing, and/or suggests alternatives to: - Water resources management issues and priorities in Central Asia;- National or transboundary cross-sector coordination mechanisms;- Links to transboundary processes and institutions;- Capacity building and awareness raising activities;- Regional knowledge management mechanism; - IWRM monitoring framework.
6. Develops a strategy to set up and maintain adequate mechanisms for strategic transboundary dialogue and coordination with relevant activities in the Central Asian region including Afghanistan in the future to ensure on-going exchange of knowledge and experience;
7. Supervises 1-2 national staff;
8. Performs other 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.**

**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.**