



Organization for Security and Co-operation in Europe
The Secretariat

Department of Human Resources

Vienna, 16 April 2015

To: All OSCE Delegations in Vienna

**SUBJECT: ISSUANCE OF A VACANCY NOTICE IN THE OSCE SPECIAL
MONITORING MISSION TO UKRAINE**

The OSCE Special Monitoring Mission to Ukraine has identified the following vacancy that needs to be filled as soon as possible:

Gender Adviser

1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Unit/Department of Human Resources, in the Secretariat. Please note that the deadline date for submission of applications is 07 May 2015.

The vacancy notice can also be found on the OSCE website (www.osce.org).



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSMUS00226
Vacancy Type: International Seconded
Field of Expertise: DEMOCRATIZATION
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: GENDER ADVISER
OSCE Mission/Institution: OSCE Special Monitoring Mission to Ukraine
Duty Station: Kiev
No. of Positions: 1
Date of Entry on Duty: 08-Jun-2015
Vacancy Notice Issue Date: 16-Apr-2015
Deadline for Application: 07-May-2015

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 political sciences, social sciences, international relations, public policy, law or equivalent professional experience
- Work experience in either public administration, relevant international organizations, civic associations (including NGOs), political parties/affairs, or economic and political development
- Demonstrable organizational, communication, analytical and interpersonal 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:

- Advanced university degree in gender studies, social or political sciences or other related fields
- At least six years of professional experience in the area of gender mainstreaming
- International field work experience with gender equality issues in the OSCE region
- Knowledge of methodologies for promoting gender equality and women empowerment
- Knowledge of existing online self-learning modules on gender mainstreaming particularly in the areas of security, democratization, rule of law and conflict prevention
- Understanding of participatory development processes and appreciative inquiry
- Ability to facilitate complex learning exercise with aspects of research and knowledge management, networking skills and advocacy experience
- Flexibility and ability to work under pressure and within limited timeframes
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure; proven resilience to high stress environments
- Proven experience in drafting, developing, devising and providing trainings
- Professional fluency in English
- Demonstrable communication, problem-solving skills and initiative
- 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
- Ability to operate windows applications, including word processing, PowerPoint and email
- Cultural sensitivity and judgment

Desirable:

- Previous experience in Eastern Europe
- Working knowledge of Russian and/or Ukrainian language(s)

Tasks and Responsibilities

Initial duration of appointment/assignment for this post is until 31 March 2016, subject to a subsequent OSCE Permanent Council Decision to extend the mandate of the Mission.

If applicable, deployment is subject to attendance to and successful completion of pre-deployment training and assessment.

Under the direct supervision of the Head of Human Dimension Unit, the Gender Adviser:

1. Initiates, recommends and supports necessary policy advice to the Chief Monitor (CM) and senior management on how to best incorporate gender and gender mainstreaming in the Mission's activities to ensure compliance with the OSCE gender commitments;
2. Creates an in-depth Baseline Situation Analysis on gender and gender mainstreaming in the Mission;
3. Develops a Gender Mainstreaming Policy specific for the Mission;
4. Assists in the creation of a Mission specific Gender Action Plan;
5. Supports the Gender Focal Point Support Network with participation from every location in the Mission;
6. Administers day-to-day activities on gender matters;
7. Liaises with the Secretariat's Gender Unit and relevant colleagues for promoting gender equality and combating discrimination within the Office for Democratic Institutions and Human Rights (ODIHR), and other OSCE counterparts as required;
8. Closely co-ordinates with international and national interlocutors in the area of gender;
9. Identifies training needs on gender mainstreaming and prepares briefing and training sessions for Mission staff;
10. Provides technical support on gender matters to the CM and all the Mission's departments;
11. Prepares briefing materials, reports and updates on the implementation of the OSCE gender commitments;

12. Facilitates knowledge, building on gender issues and provides the Mission with regular updates on developments in the area of gender within and outside the OSCE;

13. Performs any other duties as required.

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and social backgrounds.

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.