



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

**The Secretariat**

**Department of Human Resources**

**Vienna, 13 December 2016**

**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:

**Reporting Officer**

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 04 January 2017.

The vacancy notice can also be found on the OSCE website (<http://www.osce.org/employment/vacancies>).



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNSMUS00483  
**Vacancy Type:** International Seconded  
**Field of Expertise:** POLITICAL AFFAIRS  
**Functional Level (LoPC):** SENIOR PROFESSIONAL  
**Post Title:** REPORTING OFFICER  
**OSCE Mission/Institution:** OSCE Special Monitoring Mission to Ukraine  
**Duty Station:** Kyiv  
**No. of Positions:** 1  
**Date of Entry on Duty:** As soon as possible  
**Vacancy Notice Issue Date:** 13-Dec-2016  
**Deadline for Application:** 04-Jan-2017

### 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 international studies, public policy, political science or law or related fields
- Diplomatic experience or experience working in political affairs with international organizations or governments
- Experience in preparing analytical reports
- Excellent communication and drafting skills
- Knowledge of regional political history and developments
- Diplomatic and negotiating skills
- Some knowledge of the OSCE principles and commitments

### 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:**

- Professional experience in a related field, preferably in an international environment or within operational missions
- Experience in political reporting and with sound analytical skills
- Professional fluency in the English language with the ability to analyse and communicate clearly and concisely
- Significant prior experience in relevant fields such as human rights, political affairs and security issues
- 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
- 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
- Cultural sensitivity and political judgement
- Ability to operate windows applications, including word processing and e-mail

**Desirable:**

- Experience of working in Eastern Europe and/or knowledge of the region
- Experience with the UN common system and/or other international organizations
- Working knowledge of the Ukrainian and/or Russian language(s)

## **Tasks and Responsibilities**

Initial duration of appointment/assignment for this post is until 31 March 2017, 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.

Potential applicants should be aware that this is a non-family posting.

Under the guidance and supervision of the Head of Reporting and Political Analysis, the Reporting Officer:

1. Drafts the Mission's regular and thematic reports and ensures consistency and accuracy of the Mission's reporting;
2. Reviews policy documents, reports for external distribution and letters, ensuring that materials submitted for clearance is consistent with the Mission's mandate and political objectives;
3. Prepares talking points, briefing materials and research papers;
4. Drafts, as requested, articles, answers to interviews, and speeches for the Chief Monitor and Deputy Chief Monitors of the Special Monitoring Mission; works closely with the Press and Public Information Officers to ensure that final drafts incorporate clear messages;
5. Prepares and edits reports on the Mission's activities and other political and related issues to inform the OSCE Chairman-in-Office, Participating States, Institutions and the Secretariat;
6. Provides information/briefings to other actors upon request;
7. Analyses the political situation and developments in the Mission area;
8. Assists the senior management in developing official responses to issues of political importance for the Mission;
9. Performs other duties as required.

For more detailed information on the structure and work of the OSCE Special Monitoring Mission to Ukraine, please see <http://www.osce.org/ukraine-smm>

**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.**