



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNSMUS00712  
**Vacancy Type:** International Seconded  
**Field of Expertise:** DEMOCRATIZATION  
**Functional Level (LoPC):** SENIOR PROFESSIONAL  
**Post Title:** GENDER OFFICER  
**OSCE Mission/Institution:** OSCE Special Monitoring Mission to Ukraine  
**Duty Station:** Donetsk  
**No. of Positions:** 1  
**Date of Entry on Duty:** As soon as possible  
**Vacancy Notice Issue Date:** 11-Apr-2018  
**Deadline for Application:** 02-May-2018

### 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:

First-level university degree in relevant field(s)

Experience:

Minimum 6 years of relevant professional experience

### Mission Specific Requirements

Mandatory:

- First-level university degree in gender studies, social or political sciences or other related fields;

- At least six years of professional experience in the promotion of gender equality, gender mainstreaming and UNSCR 1325 (Women, Peace and Security) implementation, including from a monitoring, reporting and evaluation perspective;
- Proven experience in developing and providing (gender) trainings;
- Excellent analytical and reporting skills and experience in developing research methodology in the field of gender equality issues;
- Demonstrated communication, problem-solving skills and initiative;
- Ability to facilitate complex learning exercise with aspects of research and knowledge management, networking skills and advocacy experience;
- Professional fluency in the English language;
- 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 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;
- Cultural sensitivity and judgment;
- Ability to operate Windows applications, including word processing, PowerPoint and email.

Desirable:

- Previous experience in the region;
- Working knowledge of Russian and/or Ukrainian language(s).

General information:

Initial duration of assignment for this post is for a period of 12 months, with a possibility of extension, 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.

Applicants are hereby notified that the Special Monitoring Mission to Ukraine (SMM) is designated by the OSCE as a nonfamily duty station. This designation is based on the fluid and dynamic working environment in the SMM and with due consideration to recommendations of the UN International Civil Service Commission. The currently prevailing working conditions in the duty station may include working in a hazardous location with extended hours of service, and possibly curtailed freedom of movement. Successful candidates who are appointed to locations deemed by the OSCE as hazardous will receive hazard pay. In addition, all successful candidates will be required to participate in the OSCE accident and life insurance scheme in accordance with the OSCE Staff Regulations and Staff Rules.

## **Tasks and Responsibilities**

Under the overall guidance of Deputy Chief Monitor and direct supervision of the Mission's Senior Gender Adviser, the incumbent will be responsible for supporting the co-ordination of SMM Gender Equality Action Plan implementation as well as providing advice and developing initiatives regarding gender mainstreaming and UNSCR 1325 implementation.

The Gender Officer will also act as the back-up of the Mission's Senior Gender Adviser and will support, and in times of absence of Senior Gender Adviser be in the lead of, managing the Gender Office and Gender Focal Point Network (existing of thirteen Monitoring Officers). This post will have a particular focus on supporting the Monitoring Teams (MTs) with regular visits to all the MTs and Patrol Hubs, joining patrolling and other activities for providing practical advice and support to Team and Hub leaderships and mission members.

Main duty station will be Kramatorsk.

More specifically, the incumbent will perform the following functions:

1. Supporting the Senior Gender Adviser in providing policy advice to Senior Management in particular in relation to the implementation of the SMM Gender Equality Action Plan and subsequent evaluation processes;
2. Regularly traveling to MTs in order to join patrols and providing 'on the job' guidance and advising to Monitoring

Officers as well as providing trainings and briefings to MTs on a regular basis in order to boost gender mainstreaming on the MT- and Hub-level;

3. Representing the Mission in different fora and highlighting SMM contributions, best practices as well as identifying information gaps and options for (further) co-operation with relevant partners;
4. Analysing inputs from monitoring teams and drafting regular report inputs (for the Mission's daily and weekly reports) on gender equality issues and UNSCR 1325 priorities relevant to the Mission's mandate;
5. Identifying options for outreach activities and social media publications (such as OSCE SMM Cafés and web stories) promoting gender equality and UNSCR 1325 implementation based on OSCE guidelines, publications and best practices, and planning implementation accordingly;
6. Supporting the development and delivery of trainings on gender mainstreaming, UNSCR 1325 implementation, combating gender-based violence, trafficking in human beings, etc., to mission staff;
7. In case of absence of the Senior Gender Adviser, managing the Gender Office and the Gender Focal Point Network;
8. Performing other duties as required.

For more detailed information on the structure and work of the OSCE SMM, please see <https://www.osce.org/special-monitoring-mission-to-ukraine>.

**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. Please note that nationals or permanent residents of the country of the duty station are not eligible to apply.**

**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.**