



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNSMUS00737  
**Vacancy Type:** International Seconded  
**Field of Expertise:** GENERAL STAFF/MONITORING  
**Functional Level (LoPC):** SENIOR MANAGEMENT  
**Post Title:** TEAM LEADER  
**OSCE Mission/Institution:** OSCE Special Monitoring Mission to Ukraine  
**Duty Station:** Ukraine  
**No. of Positions:** 1  
**Date of Entry on Duty:** As soon as possible  
**Vacancy Notice Issue Date:** 15-May-2018  
**Deadline for Application:** 05-Jun-2018

### Background:

The OSCE Special Monitoring Mission to Ukraine (SMM) is an unarmed, civilian mission, present on the ground 24/7 throughout Ukraine. Its main tasks are to observe and report in an impartial and objective way on the situation in Ukraine; and to facilitate dialogue among all parties to the crisis. The Mission contributes to reducing tensions and to fostering peace, stability and security. The Mission engages with authorities at all levels, as well as civil society, ethnic and religious groups and local communities. The Mission gathers information and reports on the security situation; and establishes and reports facts in response to specific incidents, including those concerning alleged violations of fundamental OSCE principles. The Mission currently foresees around 1,450 mission members and budgetary resources of about EUR 100 million.

Under the direct supervision of the Head of Operations, the Team Leader of the Monitors is responsible for all aspects related to the operational effectiveness, safety and conduct of the Monitoring Team (MT). The Team Leader of the Monitors is responsible for ensuring that the Special Monitoring Mission (SMM) to Ukraine's mandate is effectively implemented in the Team Leader's Area of Operations (AoO) including with regard to monitoring and reporting on human dimension issues and supporting the promotion of gender equality. The Team Leader of the Monitors is directly accountable for the performance of the MT and for ensuring that human, material and financial resources are managed in accordance with OSCE regulations and SMM policies.

For additional information about the mission, please see: <https://www.osce.org/special-monitoring-mission-to-ukraine>.

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.

The Mission, in line with the OSCE SMM Gender Equality Action Plan, is committed to improving the gender balance among staff in all areas and levels within the SMM. Currently female professionals, especially in senior management roles, are underrepresented within the SMM. Female candidates are therefore strongly encouraged to apply for this management opportunity.

Applicants are hereby notified that the Special Monitoring Mission to Ukraine (SMM) is designated by the OSCE as a non-family 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:**

1. Providing overall leadership and management of the MT, including the implementation of an organizational structure in line with current instructions issued by Head Office, developing operational plans and allocating Monitoring Officers to specialist roles (including but not limited to: gender equality/mainstreaming, media, minority rights, human rights, security) necessary to achieve the SMM's mandate;
2. Acting as the first level supervisor for the Deputy Team Leader;
3. Ensuring that appropriate support is provided to representatives of the wider OSCE community;
4. Representing the SMM within the AoO, ensuring effective co-ordination with other international organizations and liaison with governmental and non-governmental agencies;
5. In conjunction with specialist security staff, ensuring the safety and security of all MT personnel and equipment, and full compliance with SMM security protocols;
6. Monitoring, assessing and analyzing the political, security and human rights situation in the AoO, bringing relevant matters to the attention of the Head Office in a timely manner and ensuring that the MT is fully briefed;
7. Ensuring that daily, weekly and special reports are compiled and submitted to the Head Office in accordance with established deadlines;
8. Ensuring that assigned tasks are completed and submitted to the Head Office in accordance with established deadlines;
9. Contributing to the implementation of the SMM Gender Equality Action Plan including ensuring gender is mainstreamed in the monitoring and reporting of the MT; establishing effective co-ordination and liaising with international, national and local gender equality stakeholders; ensuring equal opportunities for staff; contributing to sharing of lessons learned and best practices in relation to gender mainstreaming;
10. Contributing to the development of the SMM's policies and practices through participation in MT meetings; proactively providing feedback on monitoring activities within the AoO;
11. Performing other duties as assigned.

### **Qualification and Experience:**

#### **Required:**

- Minimum of ten years of relevant, diversified and progressively responsible professional experience in an operational environment, including at least five years at the management level relevant to the actual position;
- Significant prior experience in relevant fields, in particular, on political and security issues, with a good knowledge of OSCE norms and principles;
- Ability to establish contact and constructive relations with local population and officials;
- Thorough understanding of field operation in the context of the mandate's regional dynamics;
- Sound management, organizational and negotiation skills, with the ability to communicate clearly and concisely;
- 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;
- Flexibility and ability to work within limited time frames;
- Cultural sensitivity and political judgement;

- Demonstrated leadership of diverse teams;
- Professional fluency in English, both oral and written, ability to communicate clearly and concisely with a wide variety of audiences;
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious background;
- Possession of a valid automobile driving license and ability to drive using a manual transmission;
- Ability to operate computer Windows applications, including word processing and e-mail.

**Desirable:**

- Experience in working in Eastern Europe and/or knowledge of the region;
- Knowledge of the regional political situation;
- Previous international work experience and/or experience in field mission;
- Working knowledge of Ukrainian and/or Russian language(s);
- Possession of a Class "C" driving license;
- Experience in off-road driving.

**Education:**

Second-level university degree in political sciences, public or international law, international relations or another related field; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree.

**Required competencies:**

Core values

- Commitment: Actively contributes to achieving organizational goals
- Diversity: Respects others and values their diverse perspectives and contributions
- Integrity: Acts in a manner consistent with the Organization's core values and organizational principles
- Accountability: Takes responsibility for own action and delegated work

Core competencies

- Communication: Actively works to achieve clear and transparent communication with colleagues and with stakeholders of the Organization
- Collaboration: Works effectively with others on common goals and fosters a positive, trust-based working environment
- Planning: Works towards the achievement of goals in a structured and measured manner
- Analysis and decision-making: Analyses available information, draws well-founded conclusions and takes appropriate decisions
- Initiative-taking: Proposes and initiates new ideas, activities and projects
- Flexibility: Responds positively and effectively to changing circumstances

**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.**