



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSMUS00814
Vacancy Type: International Seconded
Field of Expertise: POLITICAL AFFAIRS
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: EXECUTIVE OFFICER TO THE DEPUTY CHIEF MONITOR
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: 12-Nov-2018
Deadline for Application: 03-Dec-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:

- 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:

First-level university education in international studies, public policy, political science or law or related fields.

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- At least six years of relevant professional experience in public service and/or international organizations;
- Demonstrated political and diplomatic skills as well as knowledge of protocol;
- Excellent organizational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Professional fluency in the English language, both oral and written with strong briefing and drafting skills;
- Ability to cope with physical hardship and willingness to work extra and long working hours over an extended period and in an environment with limited infrastructure; proven resilience to high stress environment;
- Ability to cope with frequent and irregular travel, often at very short notice;
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- Flexibility and adaptability;
- Ability to operate Windows applications, including word processing and email.

Desirable:

- Experience in working in Eastern Europe/Ukraine 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 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.

Under the supervision of the Deputy Chief Monitor (DCM), the Executive Officer to DCM performs the following duties:

1. Serving as a principal point of contact for the DCM, co-ordinating and following up, inter alia, with OSCE senior staff, OSCE Secretariat, OSCE Field Operations, other international organizations and diplomatic missions on matters that concern DCM's activities and the Mission's programmes;
2. Handling the follow-up to DCM tasking and co-ordinating incoming requests from external agencies and the Mission's staff; upon receiving instructions from DCM, ensuring that timely and appropriate action is made, such as initiating meetings for DCM, compiling inputs and preparing draft responses;
3. Providing organizational and administrative assistance and advice to DCM for the smooth running of the immediate Office; assisting in the co-ordination of visits of the OSCE Chairperson-in-Office, Secretary General and other high-ranking OSCE officials;
4. Attending meetings with DCM as appropriate and accompanying her/him on travel within and outside of the Mission area;
5. Attending internal and external meetings on behalf of DCM to obtain the information necessary for fostering the Mission's activities;
6. Reviewing documents, reports and letters prepared for signature by DCM in order to ensure quality and accuracy in substance;

7. Performing other duties as assigned.

For more detailed information on the structure and work of the OSCE Special Monitoring Mission to Ukraine, 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.