



Organization for Security and Co-operation in Europe

The Secretariat

Department of Human Resources

Vienna, 09 July 2021

To: All OSCE Delegations in Vienna

**SUBJECT: ISSUANCE OF A REQUISITION IN THE OSCE PROGRAMME
OFFICE IN DUSHANBE**

The OSCE Programme Office in Dushanbe has identified the following requisition that needs to be filled as soon as possible:

Head, Politico-Military Department

1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Talent Acquisition Unit/Department of Human Resources, in the Secretariat. Please note that the deadline date for submission of applications is 19 August 2021.

The requisition can also be found on the OSCE website (<https://vacancies.osce.org/>).



Organization for Security and Co-operation in Europe

Head, Politico-Military Department (S3) (POL000016)

Primary Location

OSCE Programme Office in Dushanbe,
Dushanbe

Job Information

Profile

Employee Status

Fixed Term

Job Type

Seconded

Schedule

Full-time

Education Level

Master's Degree (Second-level university degree or equivalent)

Compensation

Contract Type

International Secondment

Appointment Type

MM.S.I|Fixed-term

Grade

MIS.S3 - S3

Contract duration

1 year

Currency

Euro (EUR)

Job Description

Description - External

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 and/or politico-military affairs with international organizations and governments;
- Knowledge of regional political and security developments;
- Experience in negotiations and liaison with governmental, law enforcement and military authorities;
- Ability to compile and analyse information of a politico-military nature.

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Second-level university degree/certified training course in a relevant field desirable.

Experience:

Minimum 6 years of relevant, diversified and progressively responsible professional experience including at least 3 years at the management level relevant to the actual position.

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Previous significant experience in analysing political developments and policy formulation;
- Relevant working experience in the areas of political dialogue with government, political parties, and civil society;
- Familiarity with border management and training, police reform, countering violent extremism and radicalization that lead to terrorism;
- Significant experience in project management, budget development and administration; as well as in negotiations and liaison with governmental authorities, civil society and international donors;
- Leadership qualities including ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Experience of working in a programmatic/strategic planning role using a results-based management approach;
- Thorough understanding of multi-disciplinary issues in international co-operation and development;
- Professional fluency in English and the ability to draft documents clearly and concisely;
- Working knowledge of the Russian language, including the ability to conduct substantive business;
- Strong communication and analytical skills;
- Demonstrated ability and willingness to manage, coach and work with a team of people;
- Cultural sensitivity and judgment;
- Flexibility and ability to work under time pressure in a deadline-driven environment;
- Ability to operate windows applications, including word processing and e-mail;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Computer literate with practical experience using Microsoft applications.

Desirable:

- Working knowledge of Tajik language would be an advantage;
- Working experience in field missions.

Tasks and Responsibilities

The OSCE Programme Office in Dushanbe promotes the implementation of OSCE principles and commitments, as well the co-operation of the Republic of Tajikistan within the OSCE framework in all three OSCE dimensions. It assists Tajikistan in its efforts to ensure security and stability through, inter alia, further police reform, countering and preventing terrorism and violent extremism, combating organized crime and drug trafficking, tackling other transnational threats and challenges, and addressing OSCE commitments within the framework of the OSCE Forum for Security Co-operation. The Politico-Military Department is one of three programmatic departments in the Programme Office with a total staff of twenty-six mission members. The Head of Department provides support and advice to the Head of Office (HoO) and Deputy Head of Office (DHoO) on all major politico-military and security issues. The Head of Department is supervised by the DHoO and performs the following duties:

1. Managing the Politico-military Department and providing direction to activities in accordance with the Office mandate;
2. Informing senior management on political priorities, identifying priority projects and important cross dimensional issues, participating in and contributing to planning initiatives for the Office;
3. Reviewing, approving or submitting for approval strategies, concepts and approaches to meet new challenges, preparing detailed proposals on policy issues related to the priorities of the Office;
4. Co-ordinating co-operation and work on major political issues with local governmental and non-governmental actors, political parties and entities, communities, regional and international stakeholders; participating in inter-agency meetings and advising on political and security issues of common concern;
5. Coaching and supervising the department team which comprises both national and international staff;
6. Co-ordinating and monitoring the development, implementation, and evaluation of politico-military activities and projects, including on border security and management; small arms and light weapons, preventing and combating terrorism and radicalization, police reform assistance, mine action, participatory dialogue;
7. Supervising and analyzing reports in the field of political and security developments;
8. Assisting in arranging OSCE regional events, inter alia, regional seminars and visits to the area by OSCE delegations, as well as other events with OSCE participation;
9. Performing other duties as required.

For more detailed information on the structure and work of the OSCE Programme Office in Dushanbe, please see:

<http://www.osce.org/programme-office-in-dushanbe>

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 be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

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 well in advance of the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered. The OSCE can only process Secondment applications that have been nominated by participating States. For queries relating to your application, please refer to the respective delegation as listed here: <https://www.osce.org/contacts/delegations>.

Closing Date (Period for Applying) - External
Aug 19, 2021