



Organization for Security and Co-operation in Europe

The Secretariat

Department of Human Resources

Vienna, 07 September 2021

To: All OSCE Delegations in Vienna

**SUBJECT: ISSUANCE OF A REQUISITION IN THE OSCE SPECIAL
MONITORING MISSION TO UKRAINE**

The OSCE Special Monitoring Mission to Ukraine has identified the following requisition that needs to be filled as soon as possible:

Monitoring Officer

Unlimited/Roster

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 October 2021.

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

The OSCE Gender Action Plan is committed to increasing the number of female staff in all areas of the OSCE's work. Currently female staff in the SMM, including the role of Monitoring Officer, are underrepresented. Qualified female candidates from all participating States are strongly encouraged to apply.

Successful candidates will be made offers based on organizational needs. Candidates who are found suitable, but to whom offers are not made will be placed on a roster and may be contacted as needs arise. Candidates on the roster will remain active members of the roster for a period of 12 months.



Organization for Security and Co-operation in Europe

Monitoring Officer (S2) (OPE000005)

Primary Location
OSCE Special Monitoring Mission to
Ukraine, Ukraine

Job Information

Profile

Employee Status Fixed Term	Job Type Seconded	Job Level Senior Professional
Schedule Full-time	Education Level Bachelor's Degree (First-level university degree or equivalent)	

Compensation

Contract Type International Secondment	Appointment Type MM.S.I Fixed-term	Grade MIS.S2 - S2
Contract duration 12 months	Currency Euro (EUR)	

Job Description

Description - External

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 1,500 mission members and budgetary resources of about EUR 100 million.

The SMM consists of 10 Monitoring Teams (MTs) across the Mission area. Some Eastern MTs have further sub-offices (Patrol Hubs) within their respective Areas of Responsibility.

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

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Tasks and Responsibilities:

Successful candidates will be made offers based on organizational needs. Candidates who are found suitable, but to whom offers are not made will be placed on a roster and may be contacted as needs arise. Candidates on the roster will remain active members of the roster for a period of 12 months.

The primary role of a Monitoring Officer at the SMM is to observe and report on significant developments in a given area of responsibility in an objective and impartial manner. The SMM recruits Monitoring Officers with a variety of backgrounds including:

- Military Affairs
- Policing
- Political Affairs
- Human Rights
- Gender Issues
- Conflict Resolution
- Dialogue Facilitation
- Rule of Law

Monitoring Officers are expected to perform the role in different duty stations as determined by the Mission.

Under the overall guidance of the Monitoring Team Leader, and the direct supervision of the Deputy Team Leader, Patrol Hub Leader or Patrol Group Leader, the Monitoring Officer will be responsible for the following:

1. Observing and reporting on significant developments in the assigned area of responsibility, in accordance with established plans and procedures;
2. Gathering information on the general and security situation in the area of responsibility;
3. Establishing and reporting facts in response to specific incidents;
4. Identifying and reporting on issues related to human rights and fundamental freedoms, including the rights of people belonging to national minorities;
5. Contributing to analytical work of the Monitoring Team in her/his identified fields of expertise;
6. Leading and/or participating in patrols and other related activities as assigned;
7. Building and maintaining constructive relationships with regional and local authorities, representatives of civil society and with the local population;
8. Liaising and co-operating with other international organizations operating in the assigned area of responsibility;
9. Serving as an intermediary/mediator to facilitate dialogue on the ground in order to reduce tensions;
10. Performing other duties as assigned.

OSCE Officials shall abide by the OSCE Code of Conduct, as well as security policies, administrative instructions, and the wider organizational regulatory framework at all times.

Qualification and Experience:

Required:

- A minimum of four years of relevant, diversified and progressively responsible professional experience in an international or national environment in any of the following fields: political and security issues, dialogue facilitation, human rights, fundamental freedoms and minority issues, police and military affairs, or reporting and analysis;
- Negotiating experience, preferably in a monitoring operation and/or related activities;
- Experience demonstrating analytical and report-writing skills;
- Experience demonstrating capacity/willingness to work as a member of a team with people of different cultural and religious backgrounds, different gender, different professional experiences, and diverse political views, while maintaining impartiality and objectivity;
- Knowledge of and ability to integrate gender perspectives into tasks and activities;
- Experience demonstrating capacity to translate events into concise, accurate and objective oral and written reports;
- Professional fluency in the English language, both oral and written;
- Possession of a valid automobile driving license for a minimum of one year and ability to drive vehicles with a manual transmission;
- Ability to use MS Office applications, in particular MS Word and MS Excel;
- Readiness to deploy to various locations within Ukraine.

Desirable:

- Working knowledge of Ukrainian and/or Russian language(s);
- Experience working in Eastern Europe;
- Possession of 'Class C' driving license and experience in off-road (4WD) driving.

Education:

- A first-level university degree in political sciences, social sciences, human rights, law, international relations, public policy, security studies, risk, disaster or emergency management, or any other related field(s)

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 actions 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

Additional information:

Seconded Mission members in the SMM are entitled to a Board and Lodging Allowance (BLA) payable by the Organization at the amount of EUR 125 per day (subject to change without prior notice).

Should evidence of coverage of a world-wide Health Insurance scheme, including war risk, not be presented, the Mission member will be registered with the OSCE group health insurance scheme of Cigna. Monthly rates will be deducted from the Mission member's BLA.

Monitoring Officers appointed to locations deemed by the OSCE as hazardous will additionally receive EUR 30 per day as hazard pay.

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

Oct 19, 2021