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Senior Adviser (S)

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 Sep 23, 2021

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- Issued by: OSCE Secretariat
- Requisition ID: MAN000006
- Contract Type: International Secondment
- Grade: S
- Job Type: Seconded
- Number of posts: 1
- Location: OSCE Secretariat, Vienna
- Posting Date: Sep 23, 2021
- Closing Date: Oct 21, 2021
- Employee Status: Fixed Term
- Schedule: Full-time
- Education Level: Master's Degree (Second-level university degree or equivalent)

Background:

This position is open for secondment only and participating States are kindly reminded that all costs in relation to an assignment at the Secretariat must be borne by their authorities.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.



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The OSCE Secretariat in Vienna assists the Chairpersonship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The Conflict Prevention Centre (CPC) plays a key role in supporting and co-ordinating the OSCE's activities in the field, in providing analysis and policy advice to the Secretary General (SG) and the Chairpersonship, in leading work on all aspects of the conflict cycle, and in supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

Tasks and Responsibilities:

The Director of the Conflict Prevention Centre/Deputy Head of the OSCE Secretariat (D/CPC) is responsible for planning, co-ordinating and directing field-related activities and activities related to politico-military aspects of security. She co-ordinates effective application of the OSCE conflict cycle toolbox encompassing early warning, conflict prevention, risk reduction, crisis management and post-conflict rehabilitation as well as supports enhancement and use of the Organization's mediation and dialogue facilitation capabilities as mandated by the relevant OSCE decisions and commitments. She serves as the focal point in the Secretariat in relation to all politico-military matters and co-ordinates support to the proceedings of the OSCE Forum for Security Co-operation by providing advice and facilitating the work of the FSC Chairmanship and the Troika. She also oversees the programmatic activities of the CPC, with respect to development and implementation of programmes and projects managed by CPC.

A support function will be created to assist the D/CPC in strategic and liaison matters.

The Senior Adviser will report directly to the D/CPC. He/she will support her in fulfilling her tasks as laid out above, including by helping to identify issues of strategic importance, develop proposals together with CPC teams, and fulfil a liaison role both within the CPC but also between the CPC and the current and incoming Chairs as well as international partners. In particular, the Senior Adviser will support the D/CPC in developing a longer-term strategy for the CPC, based on the commitments identified by the participating States, enhancing consistency and continuity. He/she will work in close collaboration with colleagues in all parts of the CPC, the Secretariat, the Chairmanship, the other participating States, as well as with relevant OSCE offices/Institutions/Field Operations.

Specifically, the Senior Adviser will be responsible for:

1. Advising and supporting D/CPC long-term policy planning, including on cross-cutting and thematic issues, regional and country-specific strategies;
2. Providing advice to D/CPC to strengthen priority setting and continuity, particularly in support of the field operations;
3. Carrying out analysis of the political and operational environment of the CPC, identifying, monitoring and assessing relevant developments;
4. Supporting liaison with the current and incoming Chairs and co-operation with key international partners on CPC relevant issues, in close co-operation with other parts of the Secretariat. Developing and enhancing strategic partnerships with new partners;
5. Performing other related duties as assigned, such as drafting key note speeches and other high-level documents for D/CPC.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>

Necessary Qualifications:

- Second-level university degree in political science, international relations, or another related field;
- A minimum of eight years of academic, policy and/or programmatic experience in conflict prevention, early warning, mediation, of which at least five years should have been in a multilateral, multidisciplinary and multi-stakeholder environment;
- Demonstrated knowledge of conflict prevention issues in the OSCE area;
- Substantial expertise in internal co-ordination of international organizations, policy related analysis, assessments and programmatic design;
- Experience in strategy development and strategic support in an international environment;
- A good network of contacts relating to Euro-Atlantic and Eurasian security issues;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- A high degree of initiative and sound judgement;
- Ability and desire to engage in solutions-oriented creative thinking;
- Professional fluency in English with excellent drafting and communication skills; knowledge of at least one other OSCE working language is a strong asset; knowledge of at least one other OSCE working language is a strong asset;
- Ability to establish and maintain effective working relationships with people of different nationalities, religions and cultural backgrounds, while maintaining impartiality and objectivity;
- Computer literate with practical experience using Microsoft applications.

If you wish to apply for this position, please use the OSCE's online application link found under <https://jobs.osce.org/vacancies>.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <https://www.osce.org/participating-states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all religious, ethnic and social backgrounds.

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>.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

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>.

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