**Seconded expert at the North Macedonian OSCE Chairmanship team, Permanent Mission of North Macedonia to the UN, OSCE and other International Organizations in Vienna**

**Special Adviser, Coordination team**

**TASKS AND RESPONSIBILITIES**

* Assisting in planning, coordinating and conducting the 2023 OSCE Chairmanship;
* Advising the Chairmanship in its task of providing political guidance to the OSCE, including to OSCE Heads of Field Operations and the Secretariat;
* Advising, designing, drafting and implementing strategies, projects, activities of the Chairmanship;
* Representing the North Macedonian Chairmanship at high level meetings and negotiations;
* Liaising with delegations of 56 OSCE participating States and 11 Partners for Co-operation on behalf of the Chairmanship;
* Drafting speeches and talking points for the Chairman-In-Office and other senior Chairmanship representatives, clearing official reports before distribution to OSCE participating States;

**JOB REQUIREMENTS:**

* Minimum of 6 years of progressively responsible professional experience in advisory positions, within international organisations or national diplomatic services;
* Broad knowledge and experience of the work of the OSCE and the role of the Chairmanship, with previous experience with an OSCE Chairmanship and/or in the OSCE being a distinct asset;
* Experience in drafting reports, policy papers, research;
* Experience in writing speeches for a wide variety of audiences;
* Ability to operate in a delicate diplomatic setting with tact and discretion;
* Ability to establish contacts, develop and maintain relations with high-level political actors, as well as government officials and institutions;
* Demonstrable communication in the English and Finnish languages (oral and written), analytical, problem solving, diplomatic, interpersonal and organizational skills;
* Knowledge about the Western Balkans region and the individual countries of the region;
* University education in international studies, public policy, political science or law or related fields.