



Organization for Security and Co-operation in Europe
The Secretariat

Department of Human Resources

Vienna, 12 October 2022

To: All OSCE Delegations in Vienna

SUBJECT: ISSUANCE OF A REQUISITION IN THE OSCE SECRETARIAT

The OSCE Secretariat has identified the following extra-budgetary requisition that needs to be filled as soon as possible:

Support Programme Manager

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 08 November 2022.

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

Please note that all costs in relation to assignments must be borne by their authorities.



Organization for Security and Co-operation in Europe

Support Programme Manager (S) (CON000015)

Primary Location
OSCE

Job Information

Profile

Employee Status
Fixed Term

Job Type
Seconded

Schedule
Full-time

Education Level
Bachelor's Degree (First-level university degree or equivalent)

Compensation

Contract Type
International Secondment

Appointment Type
SM.S.I|Fixed-term

Grade
INS.S - S

Contract duration
July 2025

Currency
Euro (EUR)

Job Description

Description - External

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 Support Programme for Ukraine (SPU) has been established in order to continue to support the Ukrainian Government ' s reform efforts, provide a platform for continued Ukrainian efforts in implementing OSCE commitments. It will be implemented through Extra-Budgetary project activities. The SPU was formally announced following a meeting held in Kyiv on 2 August 2022 of the Ukrainian Minister for Foreign Affairs, the OSCE Chair-in-Office and the OSCE Secretary General.

This post is financed from the Extra Budgetary SPU project under the OSCE Conflict Prevention Centre (CPC) at the Secretariat (SEC). The SPU is planned to run until July 2025. A possible extension is subject to an extension of the project duration.

Please note that this post is located in Kyiv, Ukraine.

Tasks and Responsibilities:

You will be under the direct supervision of the Senior Advisor, SPU and will act as the second line manager of the ExB Support Programme for Ukraine, including management and co-ordination of five thematic areas of work and programmatic oversight.

Furthermore, you will be tasked with the following:

1. Co-ordinating and managing a portfolio of more than 20 extra-budgetary projects, grouped into five thematic areas of work: Democratization and Good Governance, Rule of Law and Human Rights, Human Security, and Economic, Environmental and Politico-Military; oversees functioning of the Programme;
2. Under the direct supervision of the Senior Advisor, co-ordinating closely him / her and with Secretariat departments and units and other OSCE institutions on matters such as strategic direction, Programme and project implementation;
3. Advising the Senior Advisor on policy, operations and project development; overseeing strategic planning process and through contacts with Ukrainian Authorities (at ministerial level) identifying projects, formulating with responsible project staff relevant documents and establishing corresponding budgets;
4. Maintaining a close relationship with the Special Representative of the Chairperson-in-Office to Ukraine;
5. In consultation with the Senior Advisor, fundraising for the Programme and assigning funds within the thematic areas of work;
6. Preparing the reports to the High Level Advisory Board and the Programme Steering Committee; overseeing preparation of donor reporting and regular briefings for OSCE participating States' embassies in Kyiv;
7. Advising staff and drafting guidelines for project staff, supervising directly and indirectly, including as first-level supervisor, personnel of five areas of work of Rule of Law and Human Rights, Human Security, Economic, Environmental and Political-Military areas of work; and overseeing the functioning of the Programmatic unit; performing programmatic approval functions in Oracle;
8. Performing other duties as assigned.

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 management, public administration, business administration, political science or other field relevant to OSCE priorities;
- A minimum of eight 8 years of extended professional experience in complex security environments, post-conflict and/ or developing countries and communities, with policy level experience in donor field programming, preferably in an international environment;
- Professional fluency in English, both oral and written; working knowledge of Ukrainian and/or Russian is an asset;
- 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.

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

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>.

Issue Date
Oct 11, 2022

Number of posts
1

Closing Date
Nov 8, 2022

Target Start Date
As soon as possible