

**Organization for Security and Co-operation in Europe****The Secretariat****Department of Human Resources****Vienna, 27 June 2023****To: All OSCE Delegations in Vienna****SUBJECT: RE-ISSUANCE OF A REQUISITION IN THE OSCE MISSION IN KOSOVO**

A requisition was distributed for the following position:

**Deputy Head of Mission**

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 August 2023. Nominations received beyond this deadline date will not be considered.

Please note that all related travel expenses for eventual meetings with the candidates in Vienna are to be borne by the nominating authorities.

The nomination of qualified female candidates for this senior management position is strongly encouraged.

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



# Deputy Head of Mission (DHoM) (KOS000061)

## Primary Location

OSCE Mission in Kosovo, Prishtine / Pristina

## Job Information

### Profile

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#### Employee Status

Fixed Term

#### Job Type

Seconded

#### Schedule

Full-time

#### Education Level

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

### Compensation

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#### Contract Type

International Secondment

#### Appointment Type

MM.S.I|Fixed-term

#### Grade

DHoM - MIS.DHoM

#### Contract Duration

12 months

#### Currency

Euro (EUR)

## Job Description

### 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 affairs with international organizations or governments
- Experience in preparing analytical reports
- Excellent communication and drafting skills
- Knowledge of regional political history and developments
- Diplomatic and negotiating skills
- Knowledge of the OSCE principles and commitments

### Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

#### Education:

Advanced education/certified training course in relevant field. Advanced degree in a management discipline an asset

#### Experience:

Minimum 10 years of relevant, diversified, and progressively responsible professional experience including at least 5 years at the management level relevant to the actual position

### Mission Specific Requirements

Additionally, this particular post has specific requirements:

#### Mandatory:

- Strong management skills, including the ability to establish and maintain effective working relationships with all departments, sections, and offices throughout the Mission with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining strict impartiality and objectivity;
- Experience in results-based programme development and management;
- Experience in dealing with press and media;
- Ability to establish, maintain and promote effective working relationships with public officials (at governmental and municipal levels), diplomatic corps and international organizations, civil society as well as with all departments throughout the Mission, whilst maintaining strict impartiality and objectivity;
- Ability to plan, implement and solve problems effectively and efficiently;
- Flexibility and ability to work under pressure and with limited timeframes;
- Professional fluency in English with excellent communication (both oral and written) skills;
- Computer proficiency especially in word processing and email.

#### Desirable:

- Relevant knowledge of the OSCE principles and commitments;
- Regional knowledge and work experience in South Eastern Europe;
- Experience working in field operation/s.

#### Tasks and Responsibilities

The Deputy Head of Mission is supporting the Head of Mission (HoM) in developing and executing OSCE policies, programmes and operations in furtherance of the Mission's mandate. Under the direct supervision of the Head of Mission, the incumbent will be performing the following:

1. In agreement with the HoM, overseeing and managing the implementation of the Mission's mandate, plans and policies, co-ordinating departments/programmes including the related administrative and operational matters;
2. Providing strategic advice to the senior management on Mission priorities in such areas as development of policies and programmes, management and administration;
3. Co-ordinating and advising Heads of Departments to ensure that the Mission's programming adhere to the mandate and that objectives are met in accordance with the Mission's strategic orientation; reporting to the HoM on the Mission's activities and their progress;
4. Ensuring co-operation and integration of programmatic and administrative activities through sound procedures, practices and tools, contributing to a comprehensive approach and consistency in the implementation of the Mission's mandate, including in such areas as budget, human resources management, and security;
5. Liaising, negotiating and maintaining effective communication with external interlocutors such as Kosovo institutions, OSCE Secretariat and other executive structures as guided by the Head of Mission;
6. Providing guidance, support, performance evaluation, supervision and mentoring to senior staff and other staff in the areas of their responsibility;
7. Acting as Gender Focal Point within the Mission;
8. Deputizing for the HoM in her/his absence;
9. Performing other duties as required.

For more detailed information on the structure and work of the OSCE Mission in Kosovo, please see: <http://www.osce.org/mission-in-kosovo>

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.

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.

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>.

Issue Date  
27-06-2023

Number of posts  
1

Closing Date  
08-08-2023

Target Start Date  
As soon as possible