



Organization for Security and Co-operation in Europe

The Secretariat

Department of Human Resources

Vienna, 06 September 2023

To: All OSCE Delegations in Vienna

**SUBJECT: ISSUANCE OF A REQUISITION IN THE OSCE PROGRAMME
OFFICE IN DUSHANBE**

The OSCE Programme Office in Dushanbe has identified the following requisition that needs to be filled as soon as possible:

Deputy Head of Office

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 18 October 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 Office (DHoM) (TAJ000146)

Primary Location

OSCE Programme Office in Dushanbe, Dushanbe

Job Information

Profile

Employee Status

Fixed Term

Job Type

Seconded

Schedule

Full-time

Education Level

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

Compensation

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
- Some knowledge of the OSCE principles and commitments

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

A second-level university degree in political sciences, public or international law, international relations or another related field; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree

Experience:

Minimum 10 years 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 leadership and management skills, including strategic planning, public communication, budgeting, personnel/logistics, administrative and financial matters;
- Practical experience in the areas covered by the mandate of the OSCE Programme Office in Dushanbe in the politico- military, economic and environmental as well as human dimension of security;
- Experience in results-based programme management and project management (including knowledge of budget related issues);
- Ability to establish, maintain and promote effective working relationships with state officials (at the national and local level), diplomatic corps and international organizations, civil society as well as with all departments throughout the Office, whilst maintaining strict impartiality and objectivity;
- Previous international work experience and/or experience in field missions;
- Professional fluency in English and working knowledge in Russian, both oral and written; professional fluency in Russian is a strong asset;
- Flexibility and ability to work under pressure and within limited timeframes as well as the ability to solve problems effectively and efficiently;
- Cultural and social sensitivity and judgment;
- Competence in conflict management and mediation;
- 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;
- Ability to operate Windows applications, including word processing, spreadsheets and e-mail.

Desirable:

- Working knowledge of the Tajik language.

Tasks and Responsibilities

The Deputy Head of the OSCE Programme Office in Dushanbe supports the Head of the Programme Office in Dushanbe in developing and executing OSCE policies, programmes and operations in furtherance of the Office's mandate and regularly engaging with senior officials in the political, economic and social structures of Tajikistan, including civil society and the media. Under the leadership of the Head of the Programme Office in Dushanbe, the Deputy Head assists in the co-ordination and oversight of programmes within the Office, including related general administrative matters; represents the Head of the Programme Office at high-level international gatherings, in co-ordination meetings with other international organizations in Tajikistan, and before OSCE bodies and structures.

Specifically, the Deputy Head of Office is responsible for the following duties:

1. Overall monitoring of progress of the Office's programmes and activities utilizing relevant programme management tools (strategic planning, project management, budget issues);
2. Advising the Head of the OSCE Programme Office in Dushanbe on general administrative, management, policy, and programmatic matters;
3. In co-ordination with the Chief of Fund Administration, overseeing the preparation of annual planning and budgeting documents (Programme Outline, Unified Budget, Programme Budget Performance Report) and overseeing the management of human resources issues;
4. Acting as co-ordinator of the Gender Focal Points across the Office;
5. Assisting in the co-ordination of the Office's activities with the Government, international organizations, OSCE Institutions and civil society;
6. Acting as first level supervisor for the Heads of Programmes, the Senior Executive Officer, the Political Officer as well as a Senior Secretary and other staff, as required;
7. Having the overview of the organization of high level OSCE events and missions;
8. Assisting in staff mentoring and coaching, including issues related to staff training needs (in close co-ordination with the Human Resources Unit);
9. Supporting the security management of the Office;
10. Supporting fund raising for Extra Budgetary (ExB) projects;
11. Deputizing for the Head of the Programme Office in her/his absence;
12. Performing other duties as assigned.

For more detailed information on the structure and work of the OSCE Programme Office in Dushanbe, please see <https://www.osce.org/programme-office-in-dushanbe>

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

06-09-2023

Number of posts

1

Closing Date

18-10-2023

Target Start Date

As soon as possible