



**Organization for Security and Co-operation in Europe**

**The Secretariat**

**Department of Human Resources**

**Vienna, 10 October 2023**

**To: All OSCE Delegations in Vienna**

**SUBJECT: RE-ISSUANCE OF A REQUISITION IN THE OSCE MISSION TO  
MOLDOVA**

A requisition was distributed for the following position:

**Programme Manager**

1 position

Upon request of the Mission, please find attached the re-issuance of the requisition.

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 21 November 2023.

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



# Programme Manager (S3) (MOL000054)

## Primary Location

OSCE Mission to Moldova, Chisinau

## 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

S3 - MIS.S3

#### 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:

- Significant experience in diplomatic advocacy, political analysis, peace-building, and/or crisis management operations
- Experience in negotiations, advocacy, and liaison with governmental and military authorities

### Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

#### Education:

Second-level university degree in a relevant field (international relations, crisis management, security affairs); 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 6 years of relevant, diversified and progressively responsible professional experience including at least 3 years at the management level relevant to the actual position

### Mission Specific Requirements

Additionally, this particular post has specific requirements:

#### Mandatory:

- Strong, proven leadership, interpersonal, and management skills, and demonstrated track record of co-ordinating and motivating

teams;

- Experience of peace-building or crisis management operations, and work within the field of conflict prevention and resolution;
- Experience in drafting, editing, assessing, and producing reports and analyses of political developments in the field and involvement in policy formulation at the headquarters of an organization;
- Project management experience;
- Professional fluency in the English language and ability to draft and edit documents clearly and concisely;
- Working knowledge of the Russian language, including the ability to conduct substantive business;
- 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.

Desirable:

- Regional knowledge and work experience in Eastern Europe or CIS countries in the Southern Caucasus or Central Asia;
- Working knowledge of Romanian;
- Experience working in field operations of a multinational or international organization.

#### Tasks and Responsibilities

Under the direct supervision of the Deputy Head of Mission (D/HoM) and the overall direction of the Head of Mission (HoM), the incumbent will be tasked with the following duties:

1. Leading the Mission's Conflict Prevention/Resolution Programme (CPR), supervising 11 Mission Members of the CPR Programme, overseeing CPR projects, and problem-solving creatively. The CPR Programme comprises a political office and politico-military office. It includes national and international personnel with both civilian and military background. The political office supports the Head of Mission in the Transdniestrian settlement process and the politico-military office is responsible for the Mission's monitoring activities and implementation of projects;
2. Developing the monitoring team; co-ordinating and adjusting Mission monitoring schedules and approaches; understanding and reporting on the security environment;
3. Representing the Mission at meetings of the Joint Control Commission, the body responsible for monitoring the situation in the Security Zone and co-ordinating the activities of the Joint Peacekeeping Force;
4. Understanding, reviewing, editing, and analyzing political reporting, ensuring that reports are well-grounded, empirical, and sharply reasoned;
5. Advising the Head of Mission on politico-military affairs, including monitoring and the work of the Joint Control Commission;
6. Liaising with officials of the Republic of Moldova, representatives of embassies and other international organizations, and Transdniestrian authorities;
7. Serving as a member of the Mission's Management Team and Security Management Team;
8. Regularly providing support to DHoM; serving as DHoM during his/her absence;
9. Performing other duties as required.

For more detailed information on the structure and work of the OSCE Mission to Moldova, please see <https://www.osce.org/mission-to-moldova>

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>.

10-10-2023

Number of posts

1

Closing Date

21-11-2023

Target Start Date

As soon as possible