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Policy Support Officer (Central Asia Desk) (S)

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 SEC000464

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- Issued by: OSCE Secretariat
- Requisition ID: SEC000464
- Contract Type: International Secondment
- Grade: S
- Job Type: Seconded
- Number of posts: 1
- Location: SEC - OSCE Secretariat, Vienna
- Issue Date: May 3, 2024
- Closing Date: May 31, 2024
- Employee Status: Fixed Term
- Schedule: Full-time
- Education Level: Bachelor's Degree (First-level university degree or equivalent)
- Job Field: Political Affairs
- Target Start Date: As soon as possible

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 OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status,

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and decisions are taken by consensus on a politically, but not legally binding basis.

The OSCE Secretariat in Vienna assists the Chairmanship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The Conflict Prevention Centre (CPC) plays a key role in supporting and co-ordinating the OSCE's activities in the field, in providing analysis and policy advice to the Secretary General (SG) and the Chairpersonship, in leading work on all aspects of the conflict cycle, and in supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

The Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the SG and the Chairpersonship on related policy and operational issues. It also analyses early-warning signals regarding the situation in the field and recommends the implementation of relevant preventive or reactive action. Support provided to the SG and the Chairpersonship includes background information, policy support and advice, input to speeches and travel files as well as drafting summary records. PSS facilitates the co-ordination of programmes and activities among field operations and with those of OSCE specialized units within the Secretariat and institutions and assists field operations with their input to the budget cycle process. PSS also provides support for the Chairperson-in-Office's representatives dealing with protracted conflicts and related formats.

The PSS is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the South Caucasus and Central Asia.

Tasks and Responsibilities:

The incumbent will be a member of the Central Asia Desk. Under the direct supervision of the Senior Policy Support Officer and the general guidance of the Deputy Director for Policy Support Service, as Policy Support Officer, you will carry out the following duties:

1. Monitoring and analysing developments in the region and contributing to the formulation of relevant policy advice;
2. Following up on actions to ensure the flow of information among the Central Asia field operations, the Chairperson-in-Office, the Delegations and the Secretariat;
3. Actively monitoring the implementation of the mandates assigned to the Central Asia field operations;
4. Supporting the performance-based programme budgeting process as necessary;
5. Contributing to research on selected political topics, drafting background papers and reports, and compiling briefing material;
6. Attending meetings and writing summaries, notes, and reports for internal distribution;
7. Preparing visits of the Chairpersonship and senior OSCE officials to the region; accompanying high-level visits to the region and drafting reports on these visits;
8. In co-operation with the Programming and Evaluation Support Unit and the field operations, developing, managing, reviewing, and providing support to managers of extra-budgetary projects in furtherance of OSCE work in the region;
9. Performing other related duties, including participating in CPC-related events and contributing to CPC-related tasks or projects as required.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>

Necessary Qualifications:

- First-level university degree in political sciences, public or international law, international relations or another related field; a second-level university degree and regional expertise would be assets;
- A minimum of six years of professional experience in government, national administration, international affairs, or other relevant professional field;
- Work experience in a diplomatic service and/or international organization would be an important asset;
- Project management experience and skills would be an asset;

- Professional fluency in English, including excellent drafting and oral presentation skills, is required; knowledge of another OSCE working language, in particular Russian and/or one of the languages spoken in the region would be an asset;
- Excellent communication skills, resourcefulness, initiative, maturity of judgement, and team spirit;
- Demonstrated gender awareness and sensitivity and an ability to integrate a gender perspective into tasks and activities;
- Proven interpersonal skills and ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds 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/>. If your participating State does not provide the option to apply online for seconded positions, you are kindly requested to submit your offline application form available at <https://jobs.osce.org/resources/document/offline-application-form> to the respective OSCE delegation whose address can be found at <https://www.osce.org/contacts/delegations>.

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>.

