

Policy Support Officer, Eastern Europe Desk (P3) (SEC000682)

Primary Location
OSCE Secretariat, Vienna

Job Information

Profile

Employee Status
Fixed Term

Job Type
Contracted

Schedule
Full-time

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

Compensation

Contract Type
International Contracted

Appointment Type
SM.C.I|Fixed-term

Grade
P3 - INS.P3

Contract Duration
24 months

Currency
Euro (EUR)

Job Description

Background:

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

The OSCE Secretariat in Vienna assists the Chairpersonship 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. This position is situated at the Eastern Europe desk.

Tasks and Responsibilities:

As part of the Policy Support Service, you will monitor the situation in the region and processes reports received from the field and contribute to all aspects of work of the Senior Policy Support Officer, including performance-based programme budgeting and project implementation. As Policy Support Officer, you will have a leading role in the budget process for the field operation assigned. You will carry out research in close co-operation with the Operations Service and assist in writing background papers and reports for review by the supervisor. You will contribute to writing/compiling briefing material and country profiles.

You will report to the Senior Policy Support Officer, Head of the Eastern Europe Desk, while the Deputy Director for Policy Support Service acts as your second-level supervisor.

More specifically, you will be tasked with the following:

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 between the field and the Chairperson-in-Office, the Delegations and the Secretariat;
3. Supporting the performance-based programme budgeting process as necessary;
4. Contributing to research on selected political topics, drafting background papers and reports, and compiling briefing material;
5. Attending meetings and writing summaries, notes, and reports for internal distribution;
6. 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;
7. In co-operation with the Programming and Evaluation Support Unit and the field operations, developing, managing, reviewing, and providing support to managers of extrabudgetary projects in furtherance of OSCE work in the region;
8. 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:

- Second-level university degree in political sciences, public or international law, international relations or another related field; a first-level university degree in the said fields in combination with two additional years of relevant experience will be accepted in lieu of the second-level university degree;
- A minimum of five years of professional experience in government, international affairs, law, or another relevant professional field;
- Work experience in a diplomatic service and/or international organization are an important asset;
- Project management experience and skills are an asset;
- Professional fluency in English, including excellent drafting and oral presentation skills, is required; knowledge of another OSCE working language, in particular one of the languages spoken in the region, would be an asset;
- Excellent oral communication skills, including ability to brief complex topics to varying audiences;
- Outstanding written communication and analysis skills;
- Proven 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.

Remuneration Package:

Monthly remuneration is around EUR 7,900, with the actual monthly salary depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Cigna medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

Please note that appointments are normally made at step 1 of the applicable OSCE salary scale.

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 at a lower grade or 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.

Candidates interviewed and found suitable in the recruitment process for this vacancy notice will be placed on a roster of suitable candidates (valid for three years) for fixed-term posts, should a suitable opportunity arise. The placement on a roster does not guarantee a future appointment or assignment.

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 qualified female and male candidates from

all religious, ethnic and social backgrounds to apply to become a part of the Organization.

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>.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 7 years.

Please be aware that OSCE appointments are subject to medical clearance.

The mandatory retirement age at the OSCE is 65 years for contracted positions at the general service, professional and director level. The Organization shall apply an age limit of 62 years at the time of appointment as the incumbent selected is normally expected to carry out the contractual obligation of two years.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

Issue Date

10-03-2025

Number of posts

1

Closing Date

31-03-2025

Target Start Date

As soon as possible