



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECP00741
Vacancy Type: International Contracted
Field of Expertise: ECONOMIC & ENVIRONMENTAL AFFAIRS
Post Title: ENVIRONMENTAL PROGRAMME OFFICER
Grade: P3
OSCE Mission/Institution: OSCE Secretariat, OCEEA
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 18-Jan-2013
Deadline for Application: 18-Feb-2013

Background:

The principle objective of the Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) is to help the OSCE participating States strengthen security and stability in the OSCE region by promoting international co-operation on economic and environmental issues. The mandate of the OCEEA is guided particularly by the OSCE Strategy Document for the Economic and Environmental Dimension, approved by the OSCE Ministerial Council in Maastricht in December 2003. The Office currently comprises 19 staff members.

Tasks and Responsibilities:

Under the supervision of the Deputy Co-ordinator /Head Environmental Activities and in close co-ordination and co-operation with the Environmental Affairs Adviser, the incumbent will assist in the OSCE activities related to environment and security, including those within the framework of the Environment and Security Initiative (ENVSEC) portfolio. More specifically, he/she will be tasked with the following duties:

- Establishing and maintaining working relations with international organisations, sub-regional initiatives and NGOs at working level to help implementation of environment and security projects;
- Formulating project proposals in specific and assigned environment and security areas; co-ordinating and monitoring project implementation;
- Assisting in the development and implementation of the ENVSEC portfolio in specific and assigned areas;
- Providing information about the relevant activities of other international organizations, NGOs, sub-regional initiatives and business organizations in the environment area to the senior management;
- Drafting and/or reviewing proposals for seminars, workshops, training courses and other activities to address the environmental dimension of security;
- Preparing briefing papers and reports, drafting sections of speeches related to environmental issues to be delivered by the senior management or the Secretary General as required;
- Supporting activities of the OSCE presences in the field as related to environmental aspects of security, such as promotion of the implementation of various international environmental conventions;
- Functioning as the focal point for the counterparts in the field to ensure optimal implementation of assigned projects;
- Monitoring and expediting programme implementation through discussions, correspondence and field visits with counterparts in the missions and analysing project progress; utilising information obtained as an input to corrective decision-making and revisions;
- Performing other related duties as assigned.

Necessary Qualifications:

- University degree in environmental management, economics, international relations or political science, preferably with

a focus on economic and environmental issues;

- A minimum of six years of professional experience, including two or three years work at the international level;
- Work experience in project development;
- Understanding of and experience in security-related environmental issues;
- Professional fluency in English with excellent communication and drafting skills; knowledge of other OSCE working languages, in particular Russian would be an asset;
- Computer literate with practical experience in Microsoft packages;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective and constructive working relations with people of different national and cultural backgrounds.

Remuneration Package:

Monthly remuneration will vary between EUR 5,625 (single rate) and EUR 6,026 (dependency rate) depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

Appointments are always made at step 1 of the applicable OSCE salary scale. At the discretion of the appointing authority a higher step may be approved up to a maximum of step 3 subject to specific conditions.

If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment>.

The OSCE retains the discretion to re-advertise 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.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/who/83>.

The OSCE is committed to achieving a better balance of women and men within the Organization. Female candidates are particularly encouraged to apply.

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 the OSCE does not request payment at any stage of the application and review process.