



Organization for Security and Co-operation in Europe

ENGLISH only

Vacancy Notice Number: VNSECP00742
Vacancy Type: International Contracted
Field of Expertise: POLITICAL AFFAIRS
Post Title: PLANNING AND CO-ORDINATION OFFICER
Grade: P3
OSCE Mission/Institution: OSCE Secretariat, Conflict Prevention Centre
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 22-Jan-2013
Deadline for Application: 19-Feb-2013

Background:

The Conflict Prevention Centre (CPC) plays a key role in supporting the OSCE's activities in the field and is the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension. In particular, the Centre is responsible for supporting the Chairperson-in-Office (CiO) and the Secretary General (SG) in implementing tasks in the areas of early warning, conflict prevention, crisis management and post conflict rehabilitation.

Tasks and Responsibilities:

Under the supervision of the Director of the Conflict Prevention Centre (D/CPC), the incumbent will be tasked with:

- Planning, co-ordinating and managing departmental tasks on a daily basis, including the Director's work plan, priorities and follow-up activities;
- Facilitating the implementation of CPC's overall work plan by liaising with other units in the Secretariat as well as the OSCE delegations and the Chairmanship;
- Following up on ongoing CPC tasks and ensuring responses are received within the requested timeframe from the relevant staff; co-ordinating with designated liaison officers in the Office of the Secretary General and other departments in-house where feedback is required from CPC on common tasks;
- Participating in meetings and drafting minutes for internal circulation, as required; following up on further action required;
- Co-ordinating and preparing the department's contribution to the unified budget proposal based on performance-based programme budgeting; following up on CPC related issues raised in the Advisory Committee on Management and Finance (ACMF);
- Accompanying D/CPC, and/or participating in internal and external administrative meetings (Permanent Council, ACMF, Preparatory Committee, Task Force meetings); writing up minutes and following up on action to be taken with regard to decisions adopted;
- Preparing initial drafts of policy papers and assisting senior managers in the department by obtaining and incorporating any additional input;
- Reviewing incoming communications and documentation; identifying problems and issues to be addressed and proposing action; drafting substantive responses for D/CPC's signature as necessary;
- Performing other related duties as required.

Necessary Qualifications:

- University degree in international relations, political science, business administration, social sciences, law or related field;
- Minimum of six years practical experience at the professional level in management, including some experience of

policy development preferably in an international environment;

- Ability to draft policy texts and procedures in a timely manner;
- Ability to co-ordinate work between the different departments of a large organization, to maintain regular contacts with a variety of clients and to write accurate meeting reports;
- Ability to work independently with minimum supervision and to handle a multitude of diverse tasks in a deadline-driven environment;
- Analytical skills, ability to identify problems and propose solutions;
- Understanding of the principles of performance-based programme budgeting and ERP systems would be an asset;
- Professional fluency in English with excellent drafting skills; knowledge of other OSCE working languages would be an asset;
- Computer literate;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to work in a team and establish and maintain effective working relationships with people of different national and cultural backgrounds whilst maintaining impartiality and objectivity.

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.