



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECP00768
Vacancy Type: International Contracted
Field of Expertise: POLITICAL AFFAIRS
Post Title: SENIOR ADVISER
Grade: P4
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 03-Apr-2013
Deadline for Application: 29-Apr-2013

Background:

The Office of the Secretary General (OSG) provides general services to the Secretary General (SG), the Chairperson-in-Office and the participating States. It groups horizontal services such as Executive Management, Press and Public Information, Legal Services, External Co-operation, Security Management, Gender Affairs and Central Records Management, and oversees the Prague Office. The OSG also ensures effective co-ordination of policy advice provided to the Secretary General and the Chairmanship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of the Executive Management Section.

Tasks and Responsibilities:

Under the overall supervision of the Secretary General and the direct supervision of the Director, Office of the Secretary General (D/OSG) the incumbent will advise on political and other developments within and outside the OSCE requiring attention, and propose solutions, action or consultations to solve problems on the basis of thorough analysis, while ensuring proper co-ordination with internal and external actors. He/she will draft substantive speeches for the Secretary General and Chairperson-in-Office, and provide relevant background information. More specifically he/she will perform the following duties:

- Drafting speeches, statements, talking points, notes and other correspondence for use by the Secretary General, the Chairperson-in-Office (CiO) and other relevant representatives of the OSCE;
- Providing political advice and other expert and advisory support to the Secretary General on issues relevant to the implementation of his/her mandate; consulting with executive structures and other relevant stakeholders to reflect their positions;
- Reviewing political, military, economic, environmental, human rights and other security-related developments in the OSCE, assessing and analyzing trends and providing up-to-date information, position papers and background documents to the Secretary General regarding substantive political matters and developments relevant to his/her mandate;
- Closely following the ongoing discussion within the respective OSCE decision-making bodies with the view to provide relevant advice and information to the Secretary General;
- Providing support to the CiO by drafting and reviewing Secretariat submissions such as speeches, statements and reviewing files for consistency and quality; providing analysis and advice on draft decisions and statements;
- Drafting and contributing to the reports of the Organization on matters concerning the Secretary General, CiO and the Secretariat;
- Preparing analytical materials, position papers and respective background documents for the Secretary General's activities;
- Ensuring consistency and coherence in documents provided by the Secretariat to the CiO and to participating States;
- Representing the Organization at senior staff meetings, as well as at external meetings, conferences, seminars and academic forums, by giving speeches and presentations, taking notes and drafting reports as required;

- Performing other related duties as required.

Necessary Qualifications:

- Advanced university degree in political science, international relations, international economics, law, public administration or related fields;
- A minimum of eight years of progressively responsible professional experience in international relations work at national and international levels;
- Excellent knowledge of English with excellent drafting skills; knowledge of other OSCE working languages would be desirable;
- Ability to complete in-depth analyses and reach conclusions on possible causes and provide solutions to problems;
- Demonstrated ability to communicate clearly and effectively, both verbally and in writing;
- Computer literacy;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Interpersonal skills and demonstrated ability and willingness to work as a member of a team and with colleagues throughout the OSCE with different cultural, religious and professional backgrounds as well as different gender, diverse political views and approaches to problems, while maintaining impartiality and objectivity.

Remuneration Package:

Monthly remuneration will vary between EUR 6,794 (single rate) and EUR 7,296 (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.

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.