



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNARMS00058
Vacancy Type: International Seconded
Field of Expertise: ECONOMIC & ENVIRONMENTAL AFFAIRS
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: ECONOMIC AND ENVIRONMENTAL OFFICER
OSCE Mission/Institution: OSCE Office in Yerevan
Duty Station: Yerevan, Armenia
No. of Positions: 1
Date of Entry on Duty: 18-Apr-2010
Vacancy Notice Issue Date: 27-Jan-2010
Deadline for Application: 24-Feb-2010

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- Excellent physical condition
- Possession of a valid automobile driving license and ability to drive using manual transmission
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- University education in economics, regional planning and development, environmental studies or related fields, or equivalent professional experience in such areas
- Work experience in the fields of economics, business development, regional planning and development or environmental development and protection
- Experience working with developing or transitional economies
- Communication, interpersonal and analytical skills

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Proven work experience in the field of economic/environmental issues of security, preferably in an international environment or within operational Missions
- Proven work experience in project management: project development, including budgeting, monitoring, implementation, and reporting (both narrative and financial)
- Ability to establish contact and develop confident relations with government officials and institutions, as well as civil society
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity
- Ability to work independently
- Good management, organization and analysis skills, with the ability to take corrective action
- Professional fluency in written and spoken English and ability to draft clearly and concisely
- Working knowledge of Russian and/or Armenian languages
- Ability to operate windows applications, including word processing and email

Desirable:

- Experience of working in the Southern Caucasus and/or knowledge of the region
- Initial secondment for a period of at least one year is envisaged

Tasks and Responsibilities

Under the general direction and supervision of the Head of the OSCE Office in Yerevan, the incumbent will be responsible for the management of the economic and environmental work of the Office. Specifically, the Economic and Environmental Officer will perform the following duties:

1. Performs a wide range of consultative, analytical, advisory and operational tasks towards the implementation of the Office's mandate in the economic/environmental dimension of security;
2. Provides advice on economic and environmental matters to the Head of the Office;
3. Develops, co-ordinates and implements economic and environmental initiatives, programmes and projects;
4. Prepares background or spot reports on economic/environmental issues to foster discussion within the OSCE and to highlight specific topics or brief on areas which need to be addressed;
5. Facilitates contacts and promotes information exchange on these issues with local authorities, universities, research institutions, NGOs and international organizations;
6. Co-ordinates with the Office of the Co-ordinator for Economic and Environmental Affairs in Vienna to arrange OSCE events and seminars, inter alia, regional seminars and visits to the area by OSCE delegations, as well as other events with OSCE participation;
7. Performs other related duties as required.

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

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.