

# Organization for Security and Co-operation in Europe ENGLISH only

**Vacancy Notice Number:** VNSECS00483

**Vacancy Type:** International Seconded

**Field of Expertise:** POLITICAL AFFAIRS

**Functional Level (LoPC):**

**Post Title:** OPERATIONAL SUPPORT OFFICER

**OSCE Mission/Institution:** OSCE Secretariat, Conflict Prevention Centre/Operations Service

**Duty Station:** Vienna, Austria

**No. of Positions:** 1

**Date of Entry on Duty:**

**Vacancy Notice Issue Date:** 23-Apr-2010

**Deadline for Application:** 26-May-2010

## Background

This position is open for secondment only and participating States are kindly reminded that all costs in relation to assignment at the Secretariat must be borne by their authorities. Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.

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. The Planning and Analysis Team, as part of the Operations Service/CPC, deals with a variety of tasks related to policy advice, analysis, planning and lessons learned/best practices in operational issues related to the fields of early warning, conflict prevention, crisis management and post-conflict rehabilitation.

## Tasks and Responsibilities

Under the direct supervision of the Senior Operational Adviser, the incumbent will be responsible for contributing analytical and operational planning support and policy advice to the Chairperson and senior management of the Secretariat in the fields of early warning, conflict prevention, crisis management and post-conflict rehabilitation. More specifically, the incumbent will be tasked with:

- Providing analysis and background material, as well as contributing to policy advice, on issues of concern to the OSCE in the fields of early warning, conflict prevention, crisis management and post-conflict rehabilitation, particularly those in the politico-military dimension;
- Analyzing, developing and exchanging lessons learned/best practices on thematic operational issues, particularly those in the politico-military dimension, taking into account lessons learned/best practices from international and national stakeholders working in similar areas of expertise;
- Developing operational planning documents related to OSCE activities in the field;
- Providing support to the Chairperson and senior management of the Secretariat in organizing and providing follow up to the Annual Security Review Conference;
- Attending meetings, conferences and workshops relevant to early warning, conflict prevention, crisis management and post-conflict rehabilitation and writing summaries, notes or reports for internal distribution;
- Establishing close working contacts on priority OSCE themes, particularly those in the politico-military dimension, with OSCE institutions, thematic units and field operations, and with appropriate international, governmental, non-governmental and academic organizations and institutions, as well as with prominent research centres;
- Performing other related duties as assigned.

## **Necessary Qualifications**

- University degree in political science, international relations or related field;
- A minimum of six years of progressively responsible professional experience in policy-oriented analysis, evaluation or a related field with a government agency, a national or international organization or a non-governmental organization;
- Thematic expertise, especially on politico-military issues and familiarity with the relevant international efforts;
- Demonstrated knowledge of lessons learned methodologies, e.g. impact assessments, logical frameworks, evaluation and the practice of international organisations in this respect;
- Operational planning experience;
- Good knowledge of OSCE operations would be an asset;
- Professional fluency in English, including excellent communication and drafting skills; knowledge of other OSCE working languages would be an asset;
- Ability to operate windows applications including word processing, spreadsheets, presentation programmes;
- Ability to work independently, yet also as part of a team and to organize a varied and heavy workload;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds whilst maintaining impartiality and objectivity.

**This post is open for secondment only. Candidates are requested to apply through the OSCE desk of the respective Ministry for Foreign Affairs several days prior to deadline expiration to ensure timely processing of the application. Delayed nominations will not be considered.**

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

**The OSCE is a non-career organization committed to the principle of staff rotation.**