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Political Affairs

SEC000266

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- Issued by: OSCE Secretariat
- Requisition ID: SEC000266
- Contract Type: International Secondment
- Grade: S
- Job Type: Seconded
- Number of posts: 1
- Location: SEC - OSCE Secretariat, Vienna
- Issue Date: Sep 5, 2023
- Closing Date: Oct 3, 2023
- Employee Status: Fixed Term
- Schedule: Full-time
- Education Level: Bachelor's Degree (First-level university degree or equivalent)
- Job Field: Political Affairs
- Target Start Date: As soon as possible

Background:

This position is open for secondment only and participating States are kindly reminded that all costs in relation to an assignment at

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are kindly reminded that all costs in relation to an 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 OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

The OSCE Secretariat in Vienna assists the Chairmanship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The Conflict Prevention Centre (CPC) plays a key role in supporting and co-ordinating the OSCE's activities in the field, in providing analysis and policy advice to the Secretary General (SG) and the Chairpersonship, in leading work on all aspects of the conflict cycle, and in supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

Within the CPC, the Operations Service covers a broad variety of tasks such as operational planning for the set-up, reorganization, and closure of field operations. It provides strategic advice and analysis on conflict cycle issues, including early warning, early action, conflict prevention, mediation, dialogue facilitation, mediation support, crisis management, post-conflict rehabilitation, and peacebuilding. It also contributes to the preservation of key institutional memory through the identification of lessons and best practices, primarily related to operational issues, and including through the conduct of after action reviews. It also maintains a 24/7 Situation/Communications Room. In its efforts, it ensures operational liaison with other international organizations.

Tasks and Responsibilities:

Under the direct supervision of the Senior Operational Adviser, the incumbent contributes to strategic advice for the Chairpersonship and Secretariat senior management on conflict cycle related activities (early warning, early action, conflict prevention, crisis management, post-conflict rehabilitation, peacebuilding, and cross-cutting issues). The incumbent is primarily responsible for identifying and analysing OSCE lessons learned and best practices by debriefing relevant senior officials.

More specifically, the incumbent will be tasked with:

1. Analysing critical geo-political trends and developments, and recommending appropriate responses thereto, in order to contribute to CPC strategic advice provided to the Chairpersonship and Secretariat senior management;

2. Conducting research, preparing background material, and drafting briefs, speeches and speaking points on relevant concepts to address the various phases of the conflict cycle; developing proposals to

operationalize those concepts in the OSCE context and to enhance OSCE capacities related to the conflict cycle;

3. Identifying and analysing OSCE lessons and best practices by debriefing departing senior officials from OSCE field operations, the Secretary General, the OSCE Chairpersonship, and other relevant staff;
4. Preparing related debriefing reports, with a view to enhancing the effectiveness, efficiency, and impact of the OSCE's approach, policies and programmes;
5. Preparing periodic/thematic lessons learned reports and exchanging lessons and best practices with internal OSCE stakeholders and relevant international and national partners;
6. Organizing, attending, and following up on conflict cycle-related meetings, workshops and conferences; identifying the main issues of importance and drafts accurate and concise meeting reports;
7. Conducting operational planning and after action reviews, as required.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>

Necessary Qualifications:

- First-level university degree in political science, international relations or a 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 in politico-military affairs, conflict cycle issues, and relevant international efforts in these areas;
- Demonstrated knowledge of early warning methodologies, e.g., country baseline assessments, root/proximate causes, triggers/indicators, identification of preventive response options, and the practices of international organizations in this respect;
- Demonstrated knowledge of lessons learned methodologies, e.g., impact assessments, logical frameworks, evaluation, and the practices of international organizations in this respect;
- Excellent research and analytical skills;
- Good knowledge of OSCE operations would be an asset;
- Professional fluency in English including excellent written and oral communication skills; knowledge of another official OSCE language would be an asset;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural and religious backgrounds, different gender and diverse political views, whilst maintaining impartiality and objectivity;
- Computer literate with practical experience with Microsoft applications.

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

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

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

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all religious, ethnic and social backgrounds.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

Please apply to your relevant authorities well in advance of the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered. The OSCE can only process Secondment applications that have been nominated by participating States. For queries relating to your application, please refer to the respective delegation as listed here: <https://www.osce.org/contacts/delegations>.