



Organization for Security and Co-operation in Europe

The Secretariat

Department of Human Resources

Vienna, 08 February 2018

To: All OSCE Delegations in Vienna

SUBJECT: RE-ISSUANCE OF A VACANCY NOTICE IN THE OSCE MISSION TO MOLDOVA

A vacancy notice was distributed for the following position:

Deputy Head of Mission

1 position

Upon request of the Mission, please find attached the re-issuance of the vacancy notice.

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Unit/Department of Human Resources, in the Secretariat. Please note that the deadline date for submission of applications is 22 March 2018. Nominations received beyond this deadline date will not be considered.

Please note that all related travel expenses for eventual meetings with the candidates in Vienna are to be borne by the nominating authorities.

The nomination of qualified female candidates for this senior management position is strongly encouraged.

The vacancy notice can also be found on the OSCE website (<https://jobs.osce.org/vacancies>).



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNMOLS00201
Vacancy Type: International Seconded
Field of Expertise: POLITICAL AFFAIRS
Functional Level (LoPC): SENIOR MANAGEMENT
Post Title: DEPUTY HEAD OF MISSION
OSCE Mission/Institution: OSCE Mission to Moldova
Duty Station: Chisinau
No. of Positions: 1
Date of Entry on Duty: As soon as possible
Vacancy Notice Issue Date: 08-Feb-2018
Deadline for Application: 22-Mar-2018

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 international studies, public policy, political science or law or related fields
- Diplomatic experience or experience working in political affairs with international organizations or governments
- Experience in preparing analytical reports
- Excellent communication and drafting skills
- Knowledge of regional political history and developments
- Diplomatic and negotiating skills
- Some knowledge of the OSCE principles and commitments

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced education/certified training course in relevant field. Advanced degree in a management discipline an asset

Experience:

Minimum 10 years relevant, diversified and progressively responsible professional experience including at least 5 years at the management level relevant to the actual position

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Strong management, mentoring and interpersonal skills, including the ability to establish and maintain effective working relationships with all programme staff in the Mission, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining strict impartiality and objectivity;
- Professional fluency in the English language and ability to draft and edit documents clearly and concisely;
- Demonstrable organizational skills; ability to plan, implement and solve problems effectively and efficiently;
- Working knowledge of Russian, including the ability to conduct substantive business in these languages;
- Flexibility and ability to work under pressure and with limited time frames;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Demonstrable ability to be perceived as neutral, impartial and fair in a multilateral diplomatic context;
- Demonstrated experience in negotiations;
- Ability to operate windows applications, including word processing, spreadsheets and email.

Desirable:

- Regional knowledge and work experience in Eastern Europe;
- Working knowledge of Romanian;
- Experience in working in field operation/s, particularly in crisis area with multinational and international organizations;
- Experience in results-based programme management;
- Politico-military experience.

Tasks and Responsibilities

Under the direct supervision of the Head of Mission (HoM), the Deputy Head of Mission (DHoM) co-ordinates and supervises the daily operations of the Mission. This includes supporting the HoM in implementing her/his strategic guidance across the Mission's projects and programmes. The DHoM also acts as the Senior Policy Advisor to the HoM. In particular, the DHoM is responsible for:

1. Overseeing, co-ordinating and managing the daily implementation of the Mission's plans and policies, and for supervising and advising Programme Managers in the Mission in order to ensure that the Mission's mandate and objectives are met;
2. Advising the HoM on the Mission's priorities in such areas as development of policies and programmes as well as personnel management;
3. Reporting to the HoM on the activities and progress of the Mission's activities, including related operational, logistical and general administrative matters;
4. Sharing responsibility with the Mission's Chief of Fund Administration Unit in the drafting of the Mission's annual Budget, Mid-Year Review and Annual Programme Outline;
5. Working actively on a wide range of political, political-military and social issues pertaining to Transdnistria (the left bank of the Republic of Moldova) as well as to those related to monitoring the Security Zone;
6. Co-ordinating OSCE events, inter alia, seminars and visits to the area by OSCE delegations, as well as other events with OSCE participation;
7. When necessary, representing the HoM at the appropriate level with Embassies, International Organizations, international and national NGOs working in the areas of activity corresponding to the Mission's mandate;
8. Acting as HoM in her/his absence;
9. Performing other duties as required.

For more detailed information on the structure and work of the OSCE Mission to Moldova, please see <http://www.osce.org/mission-to-moldova>

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and social backgrounds. Please note that nationals or permanent residents of the country of the duty station are not eligible to apply.

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.