



**Organization for Security and Co-operation in Europe**

**The Secretariat**

**Department of Human Resources**

**Vienna, 23 March 2018**

**To: All OSCE Delegations in Vienna**

**SUBJECT: ISSUANCE OF A VACANCY NOTICE IN THE OSCE SPECIAL  
MONITORING MISSION TO UKRAINE**

The OSCE Special Monitoring Mission to Ukraine has identified the following vacancy that needs to be filled as soon as possible:

**Deputy Chief Monitor**

1 position

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 27 April 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:** VNSMUS00697  
**Vacancy Type:** International Seconded  
**Field of Expertise:** POLITICAL AFFAIRS  
**Functional Level (LoPC):** SENIOR MANAGEMENT  
**Post Title:** DEPUTY CHIEF MONITOR  
**OSCE Mission/Institution:** OSCE Special Monitoring Mission to Ukraine  
**Duty Station:** Kyiv  
**No. of Positions:** 1  
**Date of Entry on Duty:** 01-Nov-2018  
**Vacancy Notice Issue Date:** 23-Mar-2018  
**Deadline for Application:** 27-Apr-2018

### Background:

The OSCE Special Monitoring Mission to Ukraine (SMM) is an unarmed, civilian mission, present on the ground 24/7 throughout Ukraine. Its main tasks are to observe and report in an impartial and objective way on the situation in Ukraine; and to facilitate dialogue among all parties to the crisis. The Mission contributes to reducing tensions and to fostering peace, stability and security. The Mission engages with authorities at all levels, as well as civil society, ethnic and religious groups and local communities. The Mission gathers information and reports on the security situation; and establishes and reports facts in response to specific incidents, including those concerning alleged violations of fundamental OSCE principles. The Mission currently foresees 1,454 mission members and budgetary resources of EUR 100.9 million.

Under the supervision and delegated authority of the Chief Monitor (CM), the Deputy Chief Monitor (DCM), as a member of the SMM senior management team, is responsible for the operational implementation of the Mission's mandate on a day-to-day basis. The incumbent is responsible for the effective and efficient management (planning, implementation and review) of her/his Area of Responsibilities.

For additional information about the Mission, please see: <http://www.osce.org/ukraine-smm>.

Initial duration of assignment for this post is for a period of 12 months, with a possibility of extension, subject to a subsequent OSCE Permanent Council Decision to extend the mandate of the Mission.

### Tasks and Responsibilities:

- Guiding and ensuring the overall management of the OSCE SMM Operations Unit and Reporting and Political Analysis Unit; serving as the focal point and advisor to the CM on all matters pertaining to operational activities and priorities;
- Ensuring timely and appropriate reporting, including regular operational and thematic reporting on the Mission's work to the OSCE Secretariat and the OSCE participating States, in accordance with the OSCE SMM's mandate;
- Contributing to the management and core activities of the Mission, particularly by providing operational guidance to the Monitoring Teams, and co-ordinating/overseeing the development and implementation of operational and substantive policies;
- Ensuring implementation of the Mission's work plan in the field and establishes her/his extended monthly presence in the field with the OSCE SMM Monitoring Teams;
- Taking an active role in the SMM senior management team, co-operating closely with all members and ensures

effective liaison with the relevant stakeholders in the OSCE Secretariat;

- On behalf of the CM, and as a member of the senior management team, promoting and maintaining strategic relations with the main stakeholders of the OSCE SMM and representing the Mission towards the Host Government, International Organizations and other relevant parties;
- Acting as officer-in-charge in the absence of the CM within the framework of the OSCE SMM mandate;
- Performing other tasks as assigned.

## **Qualification and Experience:**

### **Required:**

- Minimum of ten years of progressively responsible experience in an operational environment, political and security issues, resources management , including at least five years of senior management experience;
- Sustained success as leader and team player. Demonstrated experience as a senior manager in a civilian field operation of a similar political and operational complexity, and scale of resources, as the SMM. This experience will include providing effective leadership and management in a high-risk operational environment, including coordinating related actions with multiple field offices and mission components; and ensuring that outcomes are successfully delivered without compromise to the safety and security of staff.
- Excellent management, organizational and influencing skills, with the ability to adapt and to take corrective action, where appropriate;
- Experience in programme and project management and in change management;
- Demonstrated ability and willingness to establish and manage effective relationships with persons of diverse professional, cultural and religious backgrounds, and diverse political views, while maintaining impartiality and objectivity;
- Political judgement, cultural sensitivity and gender awareness;
- Negotiating/Mediation experience, preferably in the area of monitoring operations and/or related activities;
- Ability to work and cooperate under pressure and with limited supervision;
- Proven resilience in high stress environments;
- Professional fluency in English, both oral and written, ability to communicate clearly and concisely with a wide variety of audiences.

### **Desirable:**

- Experience of working in Eastern Europe and/or knowledge of the region;
- Working knowledge of Ukrainian and/or Russian language(s).

### **Education:**

A second-level university degree in political sciences, public or international law, international relations or another related field.

## **Required competencies:**

### Core values

- Commitment: Actively contributes to achieving organizational goals
- Diversity: Respects others and values their diverse perspectives and contributions
- Integrity: Acts in a manner consistent with the Organization's core values and organizational principles
- Accountability: Takes responsibility for own action and delegated work

### Core competencies

- Communication: Actively works to achieve clear and transparent communication with colleagues and with stakeholders of the Organization
- Collaboration: Works effectively with others on common goals and fosters a positive, trust-based working environment
- Planning: Works towards the achievement of goals in a structured and measured manner
- Analysis and decision-making: Analyses available information, draws well-founded conclusions and takes appropriate decisions
- Initiative-taking: Proposes and initiates new ideas, activities and projects

- Flexibility: Responds positively and effectively to changing circumstances

**How to Apply:**

**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. In particular, nominations of qualified female candidates is 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.**