



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

**The Secretariat**

**Department of Human Resources**

**Vienna, 04 March 2019**

**To: All OSCE Delegations in Vienna**

**SUBJECT: EXTENSION OF DEADLINE DATE FOR THE VACANCY NOTICE IN  
THE OSCE MISSION IN KOSOVO**

The OSCE Mission in Kosovo has identified the following vacancy that needs to be filled as soon as possible:

**Chief of Section/Deputy Director**

**1 position**

**Please note that this vacancy is part of the Direct Application Project.**

Participating states taking part in the Direct Application Project should notify candidates to apply via the designated link found on the respective Vacancy Notice on the OSCE Website, should they receive any applications for the above-mentioned posts.

Participating states not taking part in the Direct Application Project 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 18 March 2019.

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:** VNKOSS02121  
**Vacancy Type:** International Seconded  
**Field of Expertise:** CIVILIAN POLICE  
**Functional Level (LoPC):** MIDDLE MANAGEMENT  
**Post Title:** CHIEF OF SECTION/DEPUTY DIRECTOR  
**OSCE Mission/Institution:** OSCE Mission in Kosovo  
**Duty Station:** Vushtrri / Vucitrn  
**No. of Positions:** 1  
**Date of Entry on Duty:** 24-Jun-2019  
**Vacancy Notice Issue Date:** 11-Feb-2019  
**Deadline for Application:** 18-Mar-2019

### Direct Application Project

This vacancy is part of a pilot project with a number of participating States to assess a new sequence of applications for select secondment opportunities. If you are applying as a national of one of the following countries:

**Austria, Bulgaria, Canada, Georgia, Germany, Greece, Hungary, Ireland, Kyrgyzstan, Moldova, Monaco, Montenegro, San Marino, Serbia, Slovakia, Spain, Switzerland, Tajikistan, The Former Yugoslav Republic of Macedonia, United Kingdom**

your application will be routed directly to the OSCE for initial assessment. The applications of all candidates deemed to meet the job related requirements will be passed to the respective seconding authorities who will decide on their nominations. Please be advised that this is a Seconded Post and only candidates who receive a nomination from their Seconding Authority will be considered further. If the country of citizenship under which you will apply is not listed above, your application will be routed in the first instance through your seconding authority.

### 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:

- Negotiating and interpersonal skills
- Ability to read and utilise maps
- Ability to perform first aid

- Regular, active police service experience
- Very good oral and written English communication skills
- Knowledge of International Police Standards and human rights

### **Level of Professional Competence Requirements**

Furthermore, this level of responsibility requires the following:

#### **Education:**

Graduation from a recognized police training school with police administrative courses on general police management

#### **Experience:**

Minimum 10 years of diversified and progressively responsible police experience including at least 12 months at management level relevant to the actual post

### **Mission Specific Requirements**

Additionally, this particular post has specific requirements:

#### **Mandatory:**

- Second-level university degree in international studies, public policy, political science, law or related fields;
- Demonstrated experience and comprehensive understanding of security and public safety matters both in the Mission area and in the region;
- Ability to identify and analyse emerging security and public safety problems and propose sustainable solutions within civilian and/or military environment;
- Experience in working with international organizations or governments, particularly in a post conflict and/or developing regions;
- Proven experience in drafting programme outlines and budget proposals;
- Experience in project management including large scale, multiple-issue projects, as well as in fundraising and project promotion;
- Experience in preparing analytical reports, concept and position papers and in delivering briefings and presentations to diverse groups, including top level audiences;
- Organizational, interpersonal, negotiating and diplomatic skills, as well as the ability and flexibility to work under pressure and manage multiple tasks within limited time frames;
- Leadership qualities and demonstrated ability and willingness to work with and manage people of different ethnic, religious and cultural backgrounds, different gender, and diverse political views while maintaining impartiality and objectivity;
- Proven working experience in the field of training and management development in community safety, community policing as well as security and public safety matters;
- Ability to design, co-ordinate and implement community policing training plans and support to police;
- Knowledge and understanding of security sector reviews and their impact/relation to community safety development and community policing;
- Professional knowledge to operate windows applications (MS Word, MS Excel, MS PowerPoint, MS Access,) and email.

#### **Desirable:**

- Knowledge of the local languages, knowledge of the local/regional political history and developments;
- Additional education in related fields;
- Knowledge and understanding of the development of security safety standards and regulations, as well as security sector reviews and their impact/relation to security and public safety; Development, and European Convention on Human Rights (ECHR) and its impact upon security development and functions;
- Knowledge of the OSCE principles, structures, institutions, field activities and commitment.

## **Tasks and Responsibilities**

Under the direct supervision of the Director of the Department for Security and Public Safety (S4), the incumbent performs the following duties:

1. Acting as the Director of the Department in the absence of the Director;
2. Being responsible for the operational implementation of the department's projects;
3. Co-ordinating and communicate the implementation of department's projects inside the department;
4. Co-ordinating and communicate the department's projects with other departments and units in the Mission;
5. Interacting with international and national counterparts regarding operational implementation of department's projects;
6. Ensuring efficient operational implementation of the department's projects;
7. Representing the department on behalf of the Director;
8. Managing all staff within the section;
9. Supporting the development and implementation of community policing policies in co-operation with relevant local and international stakeholders;
10. Representing the Department in various inter-institutional steering and working groups and other forums to ensure co-operation, communication and best practice on community safety initiatives throughout Kosovo;
11. Acting as the departmental focal point on community safety sector development issues at Mission level in relation to other OSCE Mission in Kosovo departments, neighbouring field missions and to OSCE Headquarters in Vienna;
12. Working together with the senior-level leadership of the Kosovo Police and the Ministry of Internal Affairs to promote community safety and community policing;
13. Assisting in co-ordination of donor efforts regarding the community safety sector;
14. Performing other management duties as assigned by the Director.

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

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