



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

**Director for Human Resources**

**Vienna, 20 April 2018**

**To: All OSCE Delegations**

**Subject: Vacancy in the OSCE Secretariat – VNSECS01331**

The OSCE Secretariat is pleased to announce the vacancy for the next round of the:

**Junior Professional Officer Programme (20<sup>th</sup> Round)**

Delegations should identify qualified candidates and submit the OSCE Application forms to the Recruitment Section/Department of Human Resources, in the Secretariat.

Please note that the deadline for applications is 22 May 2018.

This vacancy notice can also be found on the OSCE website ([www.osce.org](http://www.osce.org)).



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNSECS01331  
**Vacancy Type:** International Seconded  
**Field of Expertise:** A&S HUMAN RESOURCES MANAGEMENT  
**Functional Level (LoPC):**  
**Post Title:** JUNIOR PROFESSIONAL OFFICER  
**OSCE Mission/Institution:** OSCE Secretariat  
**Duty Station:** Vienna and Field Operations  
**No. of Positions:** 5 - 6  
**Date of Entry on Duty:** 03-Sep-2018  
**Vacancy Notice Issue Date:** 20-Apr-2018  
**Deadline for Application:** 22-May-2018

### Background

Please direct all inquiries to your relevant national authorities and apply several days prior to the expiry of the deadline to allow enough time for your application to be processed. Delayed nominations or nominations sent directly to the OSCE Secretariat will not be considered.

As part of its efforts to develop a gender and geographically balanced pool of qualified candidates for future job openings, the OSCE envisages offering five to six Junior Professional Officer (JPO) placements for graduates up to the age of 30 for a period of twelve months.

### Tasks and Responsibilities

The overall goal of the Programme is to provide the selected JPOs with a comprehensive overview of the Organization, and in particular familiarize them with the OSCE programmatic approach and managerial framework. JPOs will be offered the opportunity of gaining hands-on work experience in two different subject areas during a six-month period at the Secretariat (September 2018 - February 2019) and a six-month period in a field operation (March - August 2019). Placements at the OSCE Secretariat for this 20th Round of the Programme will also be available in offices which provide operational and management support.

The respective supervisors will establish specific work plans for the JPO assigned to them towards this end. Whilst there is no guarantee of future employment with the OSCE, JPOs may apply, after completion of the Programme, for job openings in the Organization for which they fulfill the necessary requirements.

JPOs will be expected to commit to a set of core values which are expected of all OSCE staff and mission members:

Commitment: actively contributing to achieving organizational goals;  
Diversity: respecting others and valuing their diverse perspectives and contributions;  
Integrity: acting in a manner consistent with the Organization's core values and organizational principles;  
Accountability: taking responsibility for own action and delegated work.

### Necessary Qualifications

- Graduation (completed degree) from accredited universities in appropriate fields of study relevant to the OSCE's mandate and fields of work. (This includes graduates from recognized police training schools or with university degrees)

in economics, finance, accounting, human resources, environmental studies, educational/social sciences, law, international law/human rights, international criminal law, terrorism studies, Central Asian or East European studies, peace and conflict studies);

- Applicants should be under the age of 30, be open-minded and ready to take on challenges and show flexibility and willingness to be assigned to any OSCE duty station;
- Professional fluency in English, both oral and written, with the ability to communicate clearly and concisely; knowledge of other OSCE working languages is desirable; working knowledge of Russian would be a strong asset;
- Computer literacy with familiarity with Microsoft Office applications, including word processing and e-mail;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds whilst maintaining impartiality and objectivity and demonstrating gender awareness and sensitivity;
- Excellent physical condition with ability to work extra hours and in an environment with limited infrastructure;
- Hold a valid driving licence and be able to drive a car using manual transmission.

The evaluation of qualified candidates will include a combination of a pre-screening SONRU interview followed by a competency-based interview and a written test. In addition to the technical/post-related competencies, the OSCE has defined an inventory of expected skills and behaviours that lead to excellence on the job. These competencies are:

- 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

Each of the five/six JPOs will receive a monthly training allowance of EUR 1.000 and will be enrolled in the OSCE health and life/accident/disability insurance schemes. Travel expenses by most economic route to/from the country of residence to Vienna and to/from Vienna to the respective field operation will also be covered by the OSCE. Successful candidates will be responsible for making their own accommodation arrangements in Vienna/at the duty station, however, the OSCE is willing to provide advice, if required.

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States. Refer to see <http://www.osce.org/who/83>.**

**Candidates interested in participating in this Programme are requested to apply online using the online application form to be found under <http://www.osce.org/employment/108714>.**

**The OSCE online application system will forward applications directly to the respective authorities in your country of nationality, usually the Ministry of Foreign Affairs or national government recruitment agency, who may conduct an initial screening process before nominating candidates to the OSCE.**

**If your country does not provide the possibility of an online application for seconded positions, you are invited to contact the respective OSCE delegation, whose address can be found under the link <http://www.osce.org/contacts/delegations>**

**The selection process for this round of the Junior Professional Officer Programme will take place approximately in June/July 2018. Selected candidates will be expected to join the programme on 3 September 2018 and will remain at the OSCE Secretariat in Vienna for six months, after which they will be assigned to the respective field operation for a six month period from March to August 2019.**

**The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.**

**Due to the high volume of applications, shortlisted applicants only will be contacted.**