



Organization for Security and Co-operation in Europe

Director for Human Resources

Vienna, 18 July 2011

To: All OSCE Delegations in Vienna

SUBJECT: VACANCY IN THE OSCE MISSION TO SERBIA

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

Municipal Co-ordinator / 1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Section (Seconded)/Department of Human Resources, in the Secretariat. Please note that the deadline for the submission of applications is 15 August 2011.

The vacancy notice can also be found on the OSCE website (www.osce.org).

Initial secondment for a period of at least one year is envisaged.



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Vacancy Notice Number: VNSRMS00315
Vacancy Type: International Seconded
Field of Expertise: POLITICAL AFFAIRS
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: MUNICIPAL CO-ORDINATOR
OSCE Mission/Institution: OSCE Mission to Serbia
Duty Station: Bujanovac, Serbia
No. of Positions: 1
Date of Entry on Duty: 17-Oct-2011
Vacancy Notice Issue Date: 18-Jul-2011
Deadline for Application: 15-Aug-2011

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 degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Experience in public administration or a related field
- Extensive experience in project design, implementation and management
- Knowledge and understanding of the regional political developments
- Professional fluency in the English language, both oral and written
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity
- Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into tasks and activities
- Flexibility and ability to work under pressure and with limited time frames
- Willingness to travel frequently
- Ability to operate windows applications, including word processing and e-mail

Desirable:

- Previous international work experience and/or experience in field missions in South Eastern Europe
- Knowledge of the local language or most common lingua franca spoken in the mission area

Tasks and Responsibilities

Under the overall supervision of the Head of Mission (HoM) and direct supervision of the Deputy Head of Mission (DHoM), the incumbent acts as the focal point for co-ordination of projects in the South Serbian municipalities of Bujanovac, Presevo and Medvedja as well as in other cities and towns in South Serbia. This position requires frequent travelling within the region. In particular, the Municipal Co-ordinator performs the following duties:

1. Designs and implements the projects set out in the mission strategy papers on long-term economic developments in municipalities;
2. Maintains close contact with the Municipal Presidents of Bujanovac, Presevo and Medvedja and with members of the Co-ordinating Body for South Serbia of the Serbian Government;
3. Assists municipal authorities in identifying their needs and priorities and communicating them to the OSCE and other international organizations;
4. Monitors, assesses and analyzes the political, security, and economic climate in the region through frequent meetings with all relevant local actors; attends local events, follows the media and liaises with the international community;
5. Establishes and maintains close working relationships with local counterparts, as well as with international, governmental and non-governmental actors, and ensures support for the implementation and OSCE projects;
6. Liaises closely with relevant mission staff and provides expertise and support to the Mission's departments in carrying out activities;
7. Is responsible to arrange meetings, logistics and prepares background material and talking points as requested on the occasion of official visits;
8. Manages the OSCE Office in Bujanovac and supervises two national staff members;
9. Performs other duties as required.

The OSCE is committed to achieving a better balance of women and men within the Organization. The nomination of female candidates is particularly 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.