



Organization for Security and Co-operation in Europe

Director for Human Resource

Vienna, 19 July 2011

To: All OSCE Delegations in Vienna

SUBJECT: Re-issuance of a Vacancy in the OSCE Mission to Bosnia and Herzegovina

Vacancy notice was distributed for the post detailed below:

Political Analyst 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 Section (Seconded)/Department of Human Resources, in the Secretariat. Please note that the deadline for the submission of applications is 09 August 2011.

The vacancy can also be found on the OSCE web-site (www.osce.org).

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



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Vacancy Notice Number: VNBAHS00515
Vacancy Type: International Seconded
Field of Expertise: POLITICAL AFFAIRS
Functional Level (LoPC): PROFESSIONAL
Post Title: POLITICAL ANALYST
OSCE Mission/Institution: OSCE Mission to Bosnia and Herzegovina
Duty Station: Sarajevo, Bosnia and Herzegovina
No. of Positions: 1
Date of Entry on Duty: 19-Sep-2011
Vacancy Notice Issue Date: 19-Jul-2011
Deadline for Application: 09-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:

First level university degree or equivalent experience

Experience:

Minimum 2 years of relevant professional experience including minimum 1 year in a relevant field strongly preferred

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Knowledge of the political structures and current political situation in Bosnia and Herzegovina
- Understanding of the activities and mandates of the international organizations in Bosnia and Herzegovina;
- Excellent organizational, analytical and reporting skills, with ability to work under pressure, manage multiple tasks and process large amount of information
- Strong interpersonal skills; ability to work independently and to participate effectively in a team-based information sharing environment
- Ability and willingness to work as a team member and with people of different cultural and religious backgrounds and diverse political views, while maintaining impartiality and objectivity, with tact and diplomacy in dealing with both external persons and multinational staff
- Ability to operate Windows applications, including word processing and e-mail
- Excellent English language skills including oral and written communications

Desirable:

- Knowledge of the local language or most common lingua franca spoken in the Mission area
- Familiarity with the OSCE policies, procedures, practices and organizational structure

Tasks and Responsibilities

Under the guidance and supervision of the Director of Policy and Planning, the incumbent provides analysis of political developments within Bosnia and Herzegovina and internationally. The Political Analyst contributes to the work of the Office of the Head of Mission, in particular by supporting the Director of Policy and Planning in the area of public policy. Specific duties:

1. Provides analysis of political issues, ensuring that trends and developments at national and international levels relevant to the Mission's work are brought to the attention of the Director of Policy and Planning;
2. Assists the Director of Policy and Planning and the Senior Political Advisor on press and public information issues, including by reviewing and editing press releases, drafting articles, replies to interviews and other texts destined to the media and the general public;
3. Contributes to, reviews, and edits political and other reports, including the Mission Bi-Weekly Report;
4. Assists, as requested, the Director of Policy and Planning and the OHR/EUSR Liaison Officer in supporting the Sarajevo Field Office and the other field offices within the same Area of Responsibilities in analyzing political challenges related to the programmatic activities;
5. Contributes to the preparation of briefings, speeches and other materials for the Head and Deputy Head of Mission, as requested;
6. Performs other tasks as requested.

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.