

Vacancy Notice Number:	OSCE PA CPH 2017/2
Vacancy Type:	International Seconded
Field of Expertise:	POLITICAL AFFAIRS
Post Title:	Programme Officer
Duty Station:	Copenhagen, Denmark
No. of Positions:	1
Duration of Contract:	One year (with possibility of extension)
Date of Entry on Duty:	1 September 2017
Vacancy Notice Issue Date:	02-May-2017
Deadline for Application:	28-June-2017

Background:

This position is open for secondment only and candidates and participating states are kindly reminded that all costs in relation to assignment at the International Secretariat must be born by their authorities. This is a one year contract with the time period of 1 September 2017 to 1 September 2018. Subsequent yearly extensions are possible, but are subject to the availability of relevant financial support from the respective seconding authority as well as internal approval through performance appraisal mechanisms.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members to the International Secretariat of the OSCE Parliamentary Assembly are not entitled to a Board and Lodging Allowance payable by the Parliamentary Assembly.

The Parliamentary Assembly of the OSCE is the parliamentary dimension of the Organization for Security and Co-operation in Europe, whose 57 participating States span the geographical area from Vancouver to Vladivostok.

The primary task of the 323-member Assembly is to facilitate inter-parliamentary dialogue, an important aspect of the overall effort to meet the challenges of democracy throughout the OSCE area.

Recognized as a regional arrangement under Chapter VIII of the United Nations Charter, the OSCE is a primary instrument for early warning, conflict prevention, crisis management and post-conflict rehabilitation in its area.

The Parliamentary Assembly, originally established by the 1990 Paris Summit to promote greater involvement in the OSCE by national parliaments in the participating States, also pursues other important objectives which are stated in the preamble of the Assembly's Rules of Procedure.

Tasks and Responsibilities:

The incumbent will serve with the OSCEPA International Secretariat under the direct supervision of the Chief of the Executive Office and under the overall guidance of the Deputy Secretary General.

- Stays abreast of and provides analysis on developments in the Central and Eastern Asia region;
- Ensures timely flow of information to the OSCEPA SG through the Executive Office;
- Contributes to research on selected political topics and thematic issues related to the assigned geographic portfolio;
- Drafts background papers and reports, and compiles briefing materials;

- Attends meetings and drafts summaries, notes and reports as requested;
- Assists in the preparation of visits of the OSCEPA President, the OSCEPA Special Representative for Central Asia and other senior OSCEPA officials to countries of the assigned geographic portfolio. When requested, accompanies high-level visits to the region and drafts summaries and reports;
- Prepares in-house briefings, publications and other material;
- Performs any other related duties assigned by the Chief of the Executive Office and the Deputy Secretary General.

Necessary Qualifications

- University degree in political sciences, public or international law, international relations or another related field; advanced degree and regional expertise would be an asset;
- Minimum of 2 years of professional experience in governmental, national administration or other relevant professional field;
- Professional fluency in English language, including excellent drafting skills;
- Professional fluency in Russian and Turkish language, including excellent drafting skills;
- Ability to operate Windows applications, including word processing and email;
- Excellent communication skills, resourcefulness, initiative, maturity of judgement and team spirit;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Proven interpersonal skills and ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.

If you wish to apply for this position, please send your curriculum vitae and cover letter to vacancy@oscepa.dk, stating “OSCE PA CPH 2017/2 PO application” in the subject of the email.

The OSCEPA retains the discretion to re-advertise the vacancy, to cancel the recruitment or to offer an appointment with a modified job description or for a different duration.

Please note that vacancies in the OSCEPA are open for competition only amongst nationals of participating states. Please see <http://www.oscepa.org/members/member-countries> for a full list of OSCEPA participating states.

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