



<b>Vacancy Notice Number:</b>	<b>JPO VIE/CPH 2018/1</b>
<b>Vacancy Type:</b>	<b>Contracted</b>
<b>Field of Expertise:</b>	<b>Political Affairs</b>
<b>Post Title:</b>	<b>Junior Professional Officer</b>
<b>Duty Station:</b>	Copenhagen, Denmark or Vienna, Austria
<b>No. of Positions:</b>	<b>2</b>
<b>Duration of Contract:</b>	One year (with possibility of a one-year extension)
<b>Date of Entry on Duty:</b>	As soon as possible
<b>Vacancy Notice Issue Date:</b>	12 September 2018
<b>Deadline for Application:</b>	12 October 2018

## **Background**

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 geographic 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.

The OSCE PA Junior Professional Officers Programme is addressed to young professionals with some relevant work experience and with a background in political science, law, international relations, or other related fields, who are eager to engage in parliamentary and security affairs at an international level. The programme is intended to further their knowledge of international politico-military, economic and environmental, and human rights affairs and boost their professional skills in areas connected to the work of the Parliamentary Assembly.

## **Tasks and Responsibilities**

Under the overall supervision of the Programme Co-ordinator, the JPOs will implement a wide range of programmatic and operational functions, including:

- Assist the Assembly's leadership in coordinated policy planning, keeping the International Secretariat abreast of major security developments in the OSCE region;
- Conduct targeted analysis and research on topics relevant for the activities of the Assembly and advise senior staff accordingly;
- Support the organization of activities of the Assembly, such as election observations, statutory meetings, field visits, conferences, etc;
- Draft and review a variety of documents, such as briefing reports, speeches, statements, talking points, minutes of meetings and background papers, including in the context of election observation missions, official visits, meetings and special projects carried out by the International Secretariat;
- Support the work of Ad Hoc Committees and relevant Special Representatives by organizing field visits and conferences, leading research efforts, organizing official meetings, planning and implementing innovative initiatives and managing resources;
- Attend official meetings of the OSCE PA and OSCE decision-making bodies and other informal meetings of the OSCE participating States and write succinct reports;
- Perform general administration, translation and proofreading duties, as well as support on matters pertaining to finance and budget implementation.
- Contribute to the media outreach efforts of the OSCE PA;
- Travel and represent the International Secretariat in a variety of external events and PA initiatives;
- Perform any other duty as required.

### **Necessary Qualifications**

- Citizenship in one of the OSCE participating States up to 32 years of age;
- Master's degree (or equivalent) in Political Science, International Relations, Law or a related field;
- Excellent written and spoken English is mandatory. Knowledge of other official OSCE languages (Russian, French, German, Italian and Spanish) is an asset;
- Strong analytical and writing skills;
- Keen interest in international security affairs and parliamentary diplomacy;
- At least two years of previous work experience in an international environment and/or in a parliamentary setting is highly desirable;
- Previous exposure to the OSCE and issues related to elections, human rights, arms control, migration, transnational threats, countering terrorism, good governance, climate change, media affairs, conference management, finance and administration is an important asset;
- Computer literacy, including of word processing and research tools.

### **Remuneration Package**

JPOs are entitled to a monthly remuneration of Euro 2,000 and an international health insurance scheme for the entire duration of their contract.

## **Application Procedure**

If you wish to apply for this position, please send your curriculum vitae in *Europass* format ([Sample CV](#)) and a concise cover letter to [JPO@oscepa.dk](mailto:JPO@oscepa.dk), stating “JPO VIE/CPH 2018/1 Junior Professional Officer” in the subject of the email.

Evaluation of qualified candidates may include an assessment exercise including a competency-based interview.