



Vacancy Notice Number:	OSCE PA CPH 2019/1
Vacancy Type:	Contracted
Field of Expertise:	Media and Communications
Post Title:	Media Support Officer
Duty Station:	Copenhagen, Denmark
No. of Positions:	1
Duration of Contract:	1 year (renewable)
Date of Entry on Duty:	01-Nov-2019
Vacancy Notice Issue Date:	15-Aug-2019
Deadline for Application:	10-Sep-2019

Background

The OSCE Parliamentary Assembly 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 Parliamentary Assembly is recruiting a Media Support Officer to join the Media and Communications Department from November 1, 2019. The Media Support Officer will contribute to raising the visibility of the OSCE PA, providing content for the OSCE PA social media channels, supporting the management of the OSCE PA events app and assisting in managing the day-to-day operations of the department.

Tasks and Responsibilities

Under the overall authority of the Secretary General and the direct supervision of the Head of Communication and Press, the Media Support Officer will implement a wide range of functions, including:

- Assist in the development and the implementation of the OSCE PA media strategy;
- Draft news, updates and content for the OSCE PA social media channels;

- Support in the management and maintenance of the OSCE PA Events App;
- Contribute to the media outreach efforts of the OSCE PA;
- Contribute to the design of publications, the OSCE PA website and application;
- Support the drafting and review of a variety of documents, such as publications, factsheets, speeches, statements, including in the context of election observation missions, official visits, meetings and special projects carried out by the International Secretariat;
- Perform any other duty as required.

Necessary Qualifications

- Citizenship in one of the OSCE participating States;
- University degree in IT/Media/Web design or Communications, Political Science, International Relations, or a related field;
- Previous significant professional experience in media activities;
- Professional fluency in the English and Russian language, both oral and written. Knowledge of other official OSCE languages (French, German, Italian and Spanish) is an asset;
- Ability to manage applications;
- Proficiency in content management systems (knowledge of Joomla is an asset) and experience in working with design applications.
- At least two years of previous work experience in an international environment and/or in a parliamentary setting is highly desirable;
- Demonstrable organizational, analytical, communication and interpersonal skills;
- 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;

Remuneration Package:

Monthly remuneration subject to social security deductions will be commensurate with experience and qualifications and will include possibility of participation in the medical insurance scheme and pension/Provident fund plan.

If you wish to apply for this position, please send your curriculum vitae and cover letter to vacancy@oscepa.dk, stating “OSCE PA CPH 2019/1 Media Support Officer” 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.

Note that vacancies in the OSCE PA are open only to nationals of the 57 participation States, please see: www.osce.org/participating-states.

The OSCEPA values diversity and is committed to equal opportunities. The OSCE PA welcomes applicants regardless of gender, ethnic origin, religious beliefs, disability, sexual orientation.

Only shortlisted applicants will be contacted.