



Vacancy Notice Number: OSCE PA VLO/CPH 2020/3

Vacancy Type: Contracted

Field of Expertise: Multilateral Diplomacy

Post Title: Advisor

Duty Station: Vienna Liaison Office, Vienna, Austria

No. of Positions: 1

Vacancy Notice Issue Date: 13-Aug-2020

Deadline for Application: 04-Sep-2020

Date of Entry on Duty: 01-Feb 2021

Background

The OSCE Parliamentary Assembly (OSCE PA) 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 is recruiting an **Advisor** to join its Vienna Liaison Office (VLO) starting from **1 February 2021**. The Advisor will primarily assist the Secretary General, the Special Representative /Head of VLO as well as Senior Staff in ensuring effective cooperation with parliaments, governments and other stakeholders from CIS participating States and beyond.

Tasks and Responsibilities

Under the general guidance of the Special Representative / Head of the VLO and the overall leadership of the Secretary General, the Advisor will primarily undertake the following activities:

- Entertaining operational contacts, cooperation and coordination with parliaments, governments, and stakeholders from CIS participating States.
- Assisting OSCE PA regional Special Representatives for Eastern Europe, the South Caucasus and Central Asia as well as the respective regional Focal Points at the International Secretariat with research and the preparation of background and analytical reports, speaking points relevant to CIS participating States and beyond.

- Assisting with preparations and the undertaking of official visits by OSCE PA's high-ranking officials.
- Supporting Election Observation Missions.
- Providing interpretation and translation services from Russian into English and vice versa. Acting as an interpreter in meetings, conferences, Election Observation Missions and workshops according to the needs.
- Editing and reviewing translations generated by the International Secretariat or externally to ensure proper quality and reflection of content.
- Translating into Russian the International Secretariat's Press Releases and Media content according to needs.
- Transcribing inputs and drafting reports of meetings.
- Assisting with the preparations and the running of OSCE PA's Statutory Meetings.
- Performing other duties as assigned.

Necessary Qualifications

- First level university degree in languages, political science, law, international relations, or related field.
- A minimum of five years of progressively responsible professional experience in national parliaments/legislatures, governments, or national administrations.
- Experience with multilateral or bilateral diplomacy.
- Knowledge of the OSCE and the OSCE PA, including its functioning and principal areas of activity.
- Ability to effectively coordinate with relevant internal and external actors and partners.
- Professional written and oral fluency in English as well as in Russian (preferably mother tongue). Good working knowledge of German.
- Several years of experience in interpretation and translation from Russian into English and vice versa.
- Excellent and proven drafting skills in both Russian and English.
- Excellent communication and diplomatic skills.
- Good planning and operational skills preferably gained in national parliaments or governments.
- Demonstrated gender awareness and sensitivity and ability to integrate a gender perspective into tasks and activities.

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 VLO/CPH 2020/3 Advisor" 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.