



Organization for Security and Co-operation in Europe

Director for Human Resources

Vienna, 26 February 2010

To: All OSCE Delegations in Vienna

SUBJECT: RE-ISSUANCE OF A VACANCY NOTICE IN THE OSCE MISSION IN KOSOVO

A vacancy notice was distributed for the post detailed below:

Senior Programme Officer

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 submission of applications is 19 March 2010.

The vacancy notice can also be found on the OSCE website (www.osce.org).

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



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNKOSS00964
Vacancy Type: International Seconded
Field of Expertise: DEMOCRATIZATION
Functional Level (LoPC): SENIOR PROFESSIONAL
Post Title: SENIOR PROGRAMME OFFICER
OSCE Mission/Institution: OSCE Mission in Kosovo
Duty Station: Prishtinë / Pristina, Serbia
No. of Positions: 1
Date of Entry on Duty: 19-Apr-2010
Vacancy Notice Issue Date: 26-Feb-2010
Deadline for Application: 19-Mar-2010

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 political sciences, social sciences, international relations, public policy, law or equivalent professional experience
- Work experience in either public administration, relevant international organizations, civic associations (including NGOs), political parties/affairs, or economic and political development
- Demonstrable organizational, communication, analytical and interpersonal skills

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Extensive professional experience with democratic governmental structures at the local level and/or in development work with local government structures, preferably in transitional countries
- Sound project management experience
- Demonstrated ability to write analytical reports and make public presentations
- Knowledge of the principles and standards of democratic self-governance at municipal level as defined in the "Charter of Local Self-Government" by the Council of Europe
- Professional fluency of the English language
- Demonstrated ability and willingness to work as a member of a team with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity
- Cultural sensitivity and judgment
- Flexibility and ability to work under pressure and with limited time frames
- Ability to operate windows applications, including word processing and e-mail

Desirable:

- Experience in negotiation/mediation
- Knowledge of the local language or most common lingua franca
- Knowledge of the regional political situation

Tasks and Responsibilities

Under the direct supervision of the Chief of the Local Governance Section, the Senior Programme Officer:

1. Assists in formulating policy on issues pertaining to good governance;
2. Monitors, analyzes and reports on a broad range of local good governance issues in Kosovo, and takes an active part in the improvement of local governance;
3. Provides rapid analysis on issues that arise in the field and follows up with recommendations internally or with responsible external authorities;
4. Maintains close co-operation with officials from UNMIK, relevant Kosovo institutions, and other relevant international and non-governmental organizations to achieve good governance and decentralization objectives;
5. Provides expertise and guidance on issues of municipal governance to the Municipal Teams, assisting them to improve municipal compliance with the principles of good governance;
6. Develops and implements capacity development programmes;
7. Develops, manages and implements Kosovo wide projects in accordance with programmatic priorities, in particular with respect to inter-governmental fiscal relations;
8. Contributes both to regular reporting mechanisms and to periodical analytical reports of the Department;
9. Performs other duties as required.

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.