



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECP00713
Vacancy Type: International Contracted
Field of Expertise: ECONOMIC & ENVIRONMENTAL AFFAIRS
Post Title: ECONOMIC AND ENVIRONMENTAL ADVISER
Grade: P3
OSCE Mission/Institution: OSCE Secretariat, OCEEA
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 02-Nov-2012
Deadline for Application: 29-Nov-2012

Background:

The principle objective of the Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) is to help the OSCE participating States strengthen security and stability in the OSCE region by promoting international co-operation on economic and environmental issues. The mandate of the OCEEA is guided particularly by the OSCE Strategy Document for the Economic and Environmental Dimension, approved by the OSCE Ministerial Council in Maastricht in December 2003. The Office currently comprises 19 staff members.

Tasks and Responsibilities:

Under the supervision of the Deputy Co-ordinator/Head, Economic Activities, the incumbent will be responsible for activities in relation to economic and environmental aspects of security, in particular with regard to the preparation and follow-up of the Economic and Environmental Forum (EEF) process. More specifically, he/she will be tasked with the following duties:

- Supporting and co-ordinating OSCE activities in relation to the EEF process, including drafting concepts of the Forum's theme and structure, and relevant Permanent Council decisions, submitting proposals for conferences, preparing draft agendas, identifying and contacting potential partner organizations and speakers, discussing the content of their contributions, and controlling the financial and logistical aspects;
- Preparing briefing papers and reports, drafting speeches or sections of speeches on EEF related topics to be delivered by the Co-ordinator, the Secretary-General and Chairmanship as required;
- Co-ordinating and performing sectoral or regional analyses as background studies for the preparatory conferences and the annual Economic and Environmental Forum;
- Providing information related to the preparatory/follow-up process of the Forum to various stakeholders, in particular OSCE delegations and OSCE field presences, as well as partner organizations;
- Supervising and contributing to compilation of consolidated summaries of EEF events, assessing the recommendations of conferences/Forum and supporting the related discussions in the Economic and Environmental Committee;
- Following-up on the conclusions of past and recent Forums, particularly in connection with the organization of follow-up seminars or workshops aimed at various audiences sensitive to these conclusions, and development and implementation of projects;
- Maintaining contacts with partner organizations, discussing, initiating and conducting joint follow-up activities;
- Providing guidance and supporting local or regional activities, creating synergies, considering and initiating together with OSCE field presences joint follow-up activities;
- Acting as organizer and contributing to the organization of events, acting as a project manager and contributing to project development and implementation in the fields related to the themes of annual Economic and Environmental Forums;
- Identifying potential partner organizations and groupings in the context of preparing the EEF process, conducting its events and following-up on EEF's recommendations;

- Soliciting and screening information provided by interested parties to assess its relevance for EEF and following-up on their possible participation in the activities related to the Forum;
- Exchanging information with partners and compiling a calendar of events, to avoid overlap of activities planned by OSCE and other organizations, and to elicit interest of organizations and institutions in the work of the OSCE;
- Contributing to fund-raising efforts through delegations, international organizations or other donors, ensuring participation of suitable attendance to meetings, preparing the necessary internal submission for funding arrangements and reports on the disbursement of these funds;
- Preparing OCEEA input to meetings of the Permanent Council and of the Economic and Environmental Committee (EEC), supporting preparation of EEC meetings, drafting their agendas and summaries;
- Performing other related duties as assigned.

Necessary Qualifications:

- University degree in economics, international relations or political science; focus on economic studies, development and/or transition economics, as well as on environmental security issues would be an asset;
- A minimum of six years of professional experience, preferably at the international level;
- In-depth understanding of and experience in security-related economic and environmental issues;
- Experience in carrying out analysis and conceptualization;
- Experience in project development would be an asset;
- Professional fluency in English with excellent communication, drafting and speechwriting skills; knowledge of other OSCE working languages, in particular Russian would be an asset;
- Computer literate;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; Ability to establish and maintain effective and constructive working relations with people of different national and cultural backgrounds.

Remuneration Package:

Monthly remuneration will vary between EUR 5,640 (single rate) and EUR 6,043 (dependency rate) depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment>.

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

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/who/83>.

The OSCE is committed to achieving a better balance of women and men within the Organization. Female candidates are particularly encouraged to apply.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 7 years.

No application fees or information with respect to bank account details are required by OSCE for our recruitment process.