



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECS01538
Vacancy Type: International Seconded
Field of Expertise: POLITICAL AFFAIRS
Functional Level (LoPC):
Post Title: MEDIATION SUPPORT OFFICER
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna,
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 10-Jun-2020
Deadline for Application: 08-Jul-2020

This job advertisement will be published again soon.

Background

This position is open for secondment only and participating States are kindly reminded that all costs in relation to an assignment at the Secretariat must be borne by their authorities.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

The OSCE Secretariat in Vienna assists the Chairmanship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The Conflict Prevention Centre (CPC) plays a key role in supporting and co-ordinating the OSCE's activities in the field, in providing analysis and policy advice to the Secretary General (SG) and the Chairmanship, in leading work on all aspects of the conflict cycle, and in supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

Within the CPC, the Operations Service covers a broad variety of tasks such as operational planning for the set-up, reorganization and closure of field operations, analysis related to early warning, conflict prevention, crisis management, conflict resolution and post-conflict rehabilitation, lessons learned and best practices, mediation support, operational liaison with other international organizations, and maintaining a 24/7 Situation/Communications Room.

The Mediation Support Team within the Operations Service is the organization-wide focal point for mediation support.

Tasks and Responsibilities

Under the direct supervision of the Deputy Director CPC for Operations Service, as Mediation Support Officer, you will be responsible for providing analytical and operational support in further developing and implementing a comprehensive and systematic mediation-support capacity within the CPC.

Furthermore, you will be expected to interact with OSCE institutions, thematic units and field operations as well as with

relevant international and national stakeholders working in similar areas of expertise.

More specifically, you will be responsible for the following:

1. Providing advice on mediation strategy, process design, and possible steps to be taken by OSCE mediators to increase the effectiveness of the processes;
2. Designing appropriate methods to strengthen analytical, strategic, and conceptual thinking on mediation and dialogue processes; facilitating related discussions in the form of briefings, handover meetings, co-ordination retreats, strategy meetings, including with and between high-level mediators;
3. Attending negotiations, drafting observation reports and functioning as a sounding board for high-level OSCE mediators to improve their tactics or strategies, upon request;
4. Preparing briefs, speeches and speaking points on issues related to mediation and dialogue facilitation for the Chairmanship and senior management of the Secretariat;
5. Deploying temporarily to crisis areas in support of mediation and dialogue facilitation crisis response efforts;
6. Conceptualizing and facilitating debriefings of OSCE mediators for the purposes of lessons learning with a view to enhancing the effectiveness and impact of OSCE mediation activities;
7. Developing and maintaining a central depository for documents, lessons learned and best practices related to OSCE mediation activities to further preserve institutional memory;
8. Developing knowledge products related to different conflicts and contexts, in co-ordination with relevant units within the Secretariat;
9. Devising and publishing operational guidance on relevant topics in the field of mediation;
10. Developing curricula for training and capacity building on mediation topics and delivering training on these topics; designing and providing tailor-made coaching and thematic workshops for high-level OSCE mediators and field operations; advising field operations on an integrated training and mediation and dialogue facilitation capacity-building strategy;
11. Representing the OSCE in meetings, conferences and workshops on mediation support topics, including as a speaker in relevant events; establishing and maintaining working contacts with relevant international, governmental, non-governmental and academic organizations and institutions, as well as with prominent research centres;
12. Assuming extra-budgetary project management responsibilities including project budgeting, reporting and donor relation;
13. Performing other related tasks as required.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>

Necessary Qualifications

- First-level university degree in political science, international relations or related field; successful completion of a nationally certified mediation training a distinct asset;
- A minimum of six years of progressively responsible professional experience in mediation and/or mediation-support with a government agency, a national or international organization or a non-governmental organization; experience of working in the field would be an important asset;
- A minimum of three years of practical experience in mediation and/or dialogue facilitation processes;
- Thematic expertise and familiarity with the relevant international efforts on mediation and dialogue facilitation;
- Demonstrated knowledge of mediation methodologies;
- Excellent research and analytical skills;
- Professional fluency in English including excellent written and oral communication skills; knowledge of another official

OSCE language would be an asset;

- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural and religious backgrounds, different gender and diverse political views, whilst maintaining impartiality and objectivity;
- Computer literate with practical experience with Microsoft applications.

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

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

Only those applicants who are selected to participate in the subsequent stages of recruitment will be contacted.

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

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all religious, ethnic and social backgrounds.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

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.