

## General tips for your OSCE application

1. Carefully read the vacancy notice (VN) which details the various requirements of the post. These requirements will be set at both essential and desirable levels. They will include professional expertise requirements, educational requirements, core and, if applicable, managerial competencies, other requirements such as language skills, academic background and knowledge of specific topics/procedures.
2. Try to show the relevance of your expertise/experience with the job requirements when you describe the various roles you have held. As a general point, it is important to tailor each application form to the specific VN.
3. When considering your levels of language proficiency, the following may be useful:

Language level	Definition *	Common European Framework of Reference for Languages (CEFR)
<b>Professional fluency</b>	The ability to work independently in the language, including the preparation of written reports, correspondence, and documents with a minimum number of grammatical and syntactical errors. The ability to participate actively in and lead meetings conducted in the language. The ability to give oral briefings and public presentations in the language. Can use the language fluently and precisely for social and professional purposes, without obvious searching for expression.	C2/C1
<b>Working knowledge</b>	The ability to understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can also interact with a degree of fluency and make regular interactions with native speakers without strain.	B2
<b>Limited knowledge</b>	The ability to understand sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring simple and direct exchange of information on familiar routine matters.	A2

\* Definitions based on descriptions by the **Council of Europe**: Global scale - Table 1 (CEFR 3.3): Common Reference levels. N.p., n.d. Web. <<http://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>>.

4. When filling out your educational achievements please keep in mind the following:

Level of degree	Type of degree	Required minimum duration for attaining degree
<b>First Level University Degree</b>	Bachelors (B.A./BSc/LLB)/ Undergraduate	Up to 4 years after secondary education
<b>Second Level University Degree</b>	Masters (M.A./MSc/LLM.)/ Postgraduate	Up to 6 years after secondary education
<b>Doctoral University Degree</b>	PhD/JD/etc.	More than 6 years after secondary education
<b>Certificate</b>	Any Certificate of Professional Competence	

5. Structure your writing. Concise, bulleted descriptions of tasks/responsibilities can be helpful for the reader/screener. More narrative description may be applied to the cover letter.
6. Present all information truthfully. Any statement in your application form which later proves to be false may result in disqualification from the recruitment process or, should such facts become known after you have taken up employment, may result in termination of your employment.
7. Include all the citizenships you currently possess. You are not eligible to apply for an international position when you hold the citizenship of the host country, even if you have multiple citizenships.
8. Your cover letter should summarize how your competencies, professional experience, relevant education and personal motivation make you a strong candidate for the position.
9. Always check the accuracy of your spelling; you are advised to make use of word processing/online tools.
10. Should you not be successful, try again! Even if a candidate meets the job requirements, it is not always possible to invite all potentially suitable candidates for interview and final appointment always depends on the other applicants for that particular position.

**Thank you for your interest in working for the OSCE - Best of luck with your application!**

*Recruitment Unit, OSCE Talent Management Section*