



THE HOFBURG - Organization for Security
and Co-operation in Europe

JUNIOR PROFESSIONAL OFFICER PROGRAMME

2022 / 2023 - SECRETARIAT OPENINGS



OSCE Secretariat

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, 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.

For more information on OSCE's activities please consult: <https://www.osce.org/>.

JPO Programme Objective

- ✓ Do you hold a first-level university degree in **International Relations** and **Human Rights** or **Peace and Conflict studies**?
- ✓ Do you like working in **Communications**?
- ✓ Do you have experience in **conducting thematic research & analysis** and are you keen on **drafting policy papers**?
- ✓ Do you have a background in **Economics or Environmental studies**, **Gender**, **Law** or **Human Resources**?
- ✓ Do you possess an expertise or knowledge in the field of **Project or Programme Management**?
- ✓ Do you speak **Russian**?

The overall goal of the JPO Programme is to provide our JPOs with an overview of the Organization, its programmatic approach and regulatory framework and to offer hands-on experience with OSCE projects and activities in the Secretariat and in our Field Missions. The programme offers young professionals an opportunity to build a professional career in the multilateral international co-operation and equip them with skills and abilities necessary to work in a multicultural environment. The JPO Programme is a great opportunity to get a foothold in the international civil service sector.

During their one and half year assignment, JPOs will work at two different duty stations and might therefore have the opportunity to focus on two different subject areas. First, there will be a nine-month period at the Secretariat (March 2022 until November 2022) followed by a nother nine-month period in one of the OSCE field operations (December 2022 until August 2023).

For more information about OSCE's Junior Professional Officer Programme and openings available please visit: [Junior Professional Officer Programme | OSCE Employment](#)

JPO Programme Nomination Process

The 2022 JPO Programme is open to:

- 1) nationals of OSCE participating States which agree to fund Junior Professional Officers for one and half years, and**
- 2) for a limited (maximum five) number of nationals of OSCE participating States who do are not in the position to sponsor.**

If you wish to apply, please note that your application is subject to nomination by your authorities. This applies for both candidates sponsored by the OSCE (Unified Budget) or funded directly by your participating State. For more information about sponsorship and nomination consideration please enquire with your participating State:

<https://www.osce.org/contacts/delegations>

Direct application to the OSCE Secretariat without nomination shall not be considered.

- Each JPO sponsored by the OSCE will receive a monthly allowance of EUR 1,250 during the Secretariat assignment, and EUR 1,000 during the Field Operation placement. These JPOs will be enrolled in the OSCE health and life/accident/disability insurance schemes. Travel expenses by most economic route to/from the country of residence to Vienna and to/from Vienna to the respective field operation will also be covered by the OSCE. Successful candidates will be responsible for making their own accommodation arrangements in Vienna/at the duty station, however, the OSCE is willing to provide advice, if required. For positions funded by the OSCE (Unified Budget) gender and geographical considerations will be part of the criteria used in the assessment of applications.

- Each JPO sponsored by participating States should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. In this case, all costs relating to the assignment of this round of the Junior Professional Officer Programme shall be borne by the authorities of the nominating participating States. You can inquire about this process via your participating State delegation at the above mentioned link.

JPO Programme – How to apply

Candidates interested in participating in this Programme are requested to apply online using the application form to be found under this link: vacancies.osce.org.

The online application system will forward applications directly to the respective authorities in your country of nationality, usually the Ministry of Foreign Affairs, who may conduct an initial selection before nominating their candidates to the OSCE. If your participating State does

not allow you to apply online for seconded positions, you should contact the respective OSCE delegation, whose address can be found under this link: osce.org/contacts/delegations.

Participating States may conduct an initial screening process prior to the deadline for applications and before nominating candidates to the OSCE. Please direct all inquiries to your relevant national authorities and apply several days prior to the expiry of the deadline to allow enough time for your application to be processed. Delayed nominations or nominations sent directly to the OSCE Secretariat will not be considered.

The evaluation of qualified candidates considered further may include a written test and a pre-recorded Modern Hire interview followed by a final round interview with the receiving department. In addition to the technical/post-related competencies, the OSCE has defined an inventory of expected skills and behaviours that lead to excellence on the job. JPOs need to abide to the provisions stated in the OSCE competency model which can be consulted under the following link: jobs.osce.org/resources/document/ourcompetency-model.

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

JPO Openings

For this 24th round of the Programme we are targeting candidates for positions in:

Office of the Secretary General:

- a. Executive Management Section;
- b. Executive Management Section/Youth activities;
- c. Executive Management Section/Ethics;
- d. External Co-operation Section;
- e. Office of Legal Affairs;
- f. Gender Section;
- g. Communication and Media Relations Section;

- Conflict Prevention Centre:

- a. Programming and Evaluation Support Unit;
- b. South Caucasus Desk;
- c. Eastern Europe Desk;
- d. Central Asia Desk;
- e. Situation/Communications Room;

- Office of the Special Representative/Co-ordinator for Combating Trafficking in Human Beings;

- Office of the Co-ordinator of OSCE Economic and Environmental Activities: Environmental Co-operational Unit;

- Department for Human Resources:
 - a. Talent Acquisition Unit;
 - b. Talent Development Unit;
- Office of Internal Oversight:
 - a. Evaluation Section;
 - b. Investigation Section;
 - c. Internal Audit Section;
- Transnational Threats Department: Strategic Police Matters Unit;
- Office of the OSCE Representative on Freedom of the Media (RFOM).

Candidates may indicate their preference for a maximum of three areas of interest in the Cover Letter; however, the Organization reserves the right to short-list candidates according to the needs of the receiving department.

Note: JPOs can expect to be informed about their field operation placement approximately 1-2 months prior to departure to the field. While the OSCE attempts to place selected JPOs in one of their three top areas of interest, JPOs should be willing to be assigned to any OSCE department/duty station and they will need to commit to this principle in writing upon selection.

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Opening 1: Office of the Secretary General/Office of Legal Affairs (OSG/Legal)

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The OSG Office of Legal Affairs develops and strengthens the overall regulatory framework of the OSCE, advising on its implementation and responding to requests for legal advice OSCE-wide with respect to international public law, international civil service law, financial and contractual matters, as well as to legal issues related to the structure and activities of the OSCE.

The JPO will be responsible for helping provide legal advice to the Secretariat, to the field operations, to the Institutions, to the Chairmanship and to the Delegations on all legal issues relating to the functions, structure and activities of the Organization.

Tasks and responsibilities:

1. Performing legal research and analysis for the preparation of legal opinions, studies, reports or correspondence;
2. Providing legal support on issues concerning the legal status and privileges and immunities of the OSCE and its officials;
3. Reviewing and providing legal support in the negotiation and interpretation of legal instruments, such as agreements, memoranda of understanding, or other legal materials relevant to the work of the Organization;
4. Providing legal support on representation or procedure in the OSCE decision-making bodies;
5. Providing legal support on the elaboration, review, interpretation and application of the regulatory framework of the Organization, including Staff Regulations, Rules, Instructions, Financial Regulations and other administrative issuances;
6. Providing legal support in the negotiation or interpretation of contracts, such as for the lease of premises, as well as on issues concerning intellectual property rights and insurance;
7. Providing legal support on dispute resolution, including by examining claims by or against the Organization and its officials;
8. Performing other related duties as required.

Opening 2: Office of the Secretary General/ Executive Management Section

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

OSG consists of eight sections, including the Executive Management. The Executive Management acts as a cabinet of the Secretary General, providing support on all issues related to the effective management of the Secretariat and the implementation of the Secretary General's mandate.

Tasks and responsibilities:

1. Preparing files for meetings and official visits of the Secretary General (SG), by tasking, compiling received input and ensuring quality control;
2. Conducting research on specific topics and collecting inputs from other Departments at the OSCE Secretariat, compiling reports and papers for the SG and the Chairmanship on both strategic and organizational issues;
3. Contributing to drafting papers, such as reports, speeches and talking points in coordination with other team members;
4. Following and reporting on developments in certain geographic and thematic areas by following related meetings, Working Groups etc., with a view of keeping the SG informed on the progress;
5. Supporting preparation of the weekly and thematic SG's reports to the Permanent Council (PC) by requesting and compiling input and ensuring the consistency;
6. Attending relevant OSCE meetings as required and provides support, taking notes and following up on action points under the guidance of the Senior Co-ordination Adviser;
7. Supporting the team in its daily activities and performing other duties as requested.

Opening 3: Office of the Secretary General/ Executive Management Section/ Youth Activities

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

OSG consists of eight sections, including the Executive Management. The Executive Management acts as a cabinet of the Secretary General, providing support on all issues related to the effective management of the Secretariat and the implementation of the Secretary General's mandate.

The Youth and Security team promotes and facilitates inclusion and participation of youth in OSCE activities and projects; advocates and supports youth mainstreaming in the OSCE agenda and activities; and promotes the implementation by OSCE participating States of youth-related OSCE commitments and UNSC Resolutions 2250 (2015) and 2419 (2018) on Youth, Peace and Security.

Tasks and responsibilities:

1. Providing assistance for the implementation of Extra-budgetary Project "Strengthening OSCE efforts on youth and security", including organizing and attending project events and activities, monitoring project progress, drafting correspondence and documents including meeting reports, project progress reports on the implementation of the ExB project;
2. Providing advice on youth-related matters, including drafting talking points, background papers and statements/speeches on youth-related issues;
3. Under the guidance of the Adviser on Youth and Security, facilitating information sharing and exchange of best practices on youth and security through the network of OSCE Youth Focal Points, among participating States, with other international and regional.

Opening 4: Office of the Secretary General/ Executive Management Section/ Ethics

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The OSCE Ethics Co-ordinator oversees a new, dedicated Ethics function in the Office of the Secretary General, and reports directly to the Secretary General. The Ethics Co-ordinator provides consultation and advisory services to staff and managers to ensure ethical behaviors and decision-making, conducts training and awareness-raising activities, contributes to policy development, engages in monitoring and reporting.

The Ethics-Co-ordinator is also building a separate informal resolution function that will help promote a professional working environment through de-escalation and early resolution of conflicts and concerns, strengthening existing informal resolution capacities within the Organization, and training. This function will be situated within OSG and administratively under the Ethics Co-ordinator. This position provides a unique and exciting opportunity for a creative and highly motivated candidate to be directly involved in the development of two critical new functions within the OSCE. The candidate will be working directly with the Ethics Co-ordinator on a day-to-day basis in the performance of their functions and will also have the opportunity to collaborate with a range of stakeholders throughout their assignment.

Tasks and responsibilities:

1. Actively and directly supporting the Ethics Co-ordinator in developing outreach and awareness raising activities relating to the Ethics function. Under the overall supervision of the Ethics Co-ordinator, the candidate would have the opportunity to take a leading role in developing an intranet page to increase staff awareness of the function in collaboration with internal stakeholders, as well as an Ethics page for the OSCE website. Assist in creating Ethics-related publications (brochures, guides etc.), including virtual outreach materials;
2. Providing substantive support to the Ethics Co-ordinator by undertaking research and analysis on a range of areas, including: tracking developments in the ethics field across public and private sectors relevant to the work of the Ethics Co-ordinator; assisting in the review of the OSCE's policy framework from an Ethics standpoint; reviewing and analysing jurisprudence from various administrative tribunals relevant to the work of the

Ethics function.

3. Supporting the Ethics Co-ordinator in the development and delivery of training relating to the Ethics function, with a focus on virtual and hybrid delivery.
4. Undertaking a range of activities in support of the establishment of the new Informal Resolution function, in collaboration with the Informal Resolution Officers as appropriate and under the overall supervision of the Ethics Co-ordinator. This may include: supporting in developing an intranet site; substantively contributing to the development of administrative issuances relating to the establishment of the function; outreach and awareness raising through e.g. developing online materials; and collaborating with stakeholders in the Secretariat and field offices to increase awareness and utilization of the new function.

Opening 5: Office of the Secretary General/ External Co-operation Section

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The External Co-operation Section is part of the Policy Cluster in the Office of the Secretary General and is the first point of contact at headquarters level for liaison and co-operation with international, regional and sub-regional organizations and institutions. It is also responsible for the strengthening and operationalizing of the OSCE's interaction with the 11 states representing the Asian and Mediterranean Partners for Co-operation. The External Co-operation Section further contributes to policy analysis and advice, and supports the Secretary General and the Chairperson-in-Office in the development of OSCE strategies and policies.

Tasks and responsibilities:

1. Contributing to the preparation of briefing packages for bilateral high-level meetings of the Secretary General and other senior OSCE officials, as requested;
2. Contributing to the preparation of speeches and talking points for the Secretary General and other senior OSCE officials, as requested;
3. Supporting relations with Asian and Mediterranean Partners for Co-operation, in particular by attending and reporting on meetings of the Asian and Mediterranean Contact Groups, relevant Preparatory Committee meetings, and Permanent Council meetings;
4. Supporting co-operation with other international and regional organizations, in particular but not limited to assisting with the organization of staff talks with the United Nations, NATO, and the EU and CoE-OSCE Co-ordination Group meetings;
5. Assisting the Section in drafting concept papers and policy papers on matters pertaining to external relations;
6. Assisting in preparing and updating the External Co-operation section of the OSCE website on the page of the Asian and Mediterranean Partners for Co-operation and the OSCE Asian and Mediterranean Conferences as well as other events within these two partnership frameworks.
7. Assisting the Section in other daily activities.

Opening 6: Office of the Secretary General/ Gender Section

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The Gender Section of the Office of the Secretary General (OSG) supports the efforts of the OSCE Secretary General to promote a continuous and sustainable gender mainstreaming process across the Organization and the full implementation of the 2004 Action Plan for the Promotion of Gender Equality, as well as other gender-related commitments undertaken by OSCE participating States. It assists and advises the OSCE structures in the implementation of the Action Plan by providing technical assistance for the mainstreaming of gender in all activities, policies, programmes and projects.

Tasks and responsibilities:

1. Supporting and contributing to gender section campaigns and events:
 - a. Supporting and contributing to 16 Days of Activism on combating violence against women;
 - b. Assisting with development of information materials (infographics banners, posters or others);
 - c. Assisting with organizing the White Ribbon awards event;
 - d. Assisting with the organization of the 2022 Gender Champions Award;
 - e. Assisting with the organization of the Annual Gender Focal Point meeting;
 - f. Supporting with the development of concept notes, including background research,;
 - g. for thematic events organized by the Gender Issues Programme.
2. Conducting background research on gender parity at OSCE panels and events:
 - a. Conducting research and analysis to prepare a baseline of key OSCE panels held in 2021;
 - b. Preparing a report and visual presentation on gender parity in OSCE panels;
 - c. Drafting Report of the activity, including recommendations and follow up actions.
3. Preparing for the Ministerial Council:
 - a. Conducting desk research, preparing documents for negotiations on draft decisions on gender equality-related topics;
 - b. Taking notes at negotiations and prepare reports;

4. Preparing presentations and visuals / innovative intranet platform:
 - a. Creating power point presentations and visual material for events and projects;
 - b. Providing content for the Gender Issues Programme newsletter;
 - c. Updating information on the website;
 - d. Uploading documents in JARVIS documentation system;
 - e. Updating and uploading information on the Gender Focal Point platform.
5. Developing information materials for key issues on gender equality and security:
 - a. Undertaking secondary research for data in areas of gender discrimination in politico-military, economic-environmental and human dimensions as requested by Gender Issues Programme.
6. Providing other support to Gender Advisers as needed.

Opening 7: Office of the Secretary General/ Communications and Media Relations Section

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The Communications and Media Relations Section (COMMS) supports and advises the Secretary General and the OSCE Chairpersonship on their media and public relations activities and informs the public about the work of the OSCE. COMMS also serves as the focal point for public statements from OSCE Institutions and Field Operations. COMMS produces and disseminates press releases, information materials and regular publications, maintains the public website and the Organization's social media presence and promotes the OSCE's values, principles and work.

Tasks and responsibilities:

1. Developing and publishing engaging content for the OSCE social media channels and the OSCE website:
 - a. Drafting and editing communications products, including press releases and news items, from across the OSCE's executive structures and field operations with the aim of ensuring they communicate messages accurately and effectively;
 - b. Working with other colleagues of the COMMS' Media Relations Unit, the Conflict Prevention Centre and the Chairmanship to ensure that these texts comply with political sensitivities and respect OSCE consensus language.
2. Conducting research and interviews for writing compelling and insightful stories:
 - a. Identifying subjects of interest for the production of stories, including conducting the necessary research and interviews through co-operation with OSCE field operations and programmatic units;
 - b. Drafting or reviewing these products to ensure compelling story-telling, accuracy of facts, and compliance with political sensitivities and the Organization's values.
3. Supporting the Media Relations Unit in their day-to-day work:
 - a. Supporting the coverage of major events such as conferences by drafting and reviewing communication strategies for these events, preparing media advisories and registering media representatives, assisting media representatives at event venues, and optionally, helping out with associated social media and photography

- tasks;
- b. Maintaining and updating the database of media representatives;
 - c. Conducting media monitoring and analysing metrics and visibility indicators from a broad range of sources;
 - d. Compiling the bi-monthly OSCE Communications Visibility Report, which is distributed to delegations of all OSCE participating States and summarizes the impact of the OSCE's media and communications work.
4. Supporting the Online Communications Unit in their day-to-day work:
- a. Assisting with publishing items on the OSCE website and on social media platforms;
 - b. Assisting with audio/video activities, such as photography or recording video interviews;
 - c. Assisting with the production of graphics and infographics.

Opening 8: Conflict Prevention Centre/ Programming and Evaluation Support Unit

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 Chairpersonship, 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.

The Programming and Evaluation Support Unit (PESU) assists the Secretary General and the Chairmanship in the implementation of the Organization's Project Management framework and standards, in line with the Common Regulatory Management System (CRMS) and with the recognized international standards. It is the primary point of contact for the Chairmanship and participating States' delegations on programmatic and project management matters in relation to the Unified Budget (UB) process, as well as the Extra-budgetary contributions. PESU advises senior management and field operations on implementation of programme and project management as well as Performance- Based Programme Budgeting (PBPB) and co-ordinates all related training and coaching activities (i.e. strategic planning, programme management, project management) undertaken by the Unit across the Organization.

Tasks and responsibilities:

1. Providing support for the development of an online system for ExB projects design and assessment management process;
2. Preparing, conducting and analyzing surveys, carries out reviews of practices regarding the project related templates documents processes;
3. Upon need, contributing to the organisation of the assessment of project proposals submitted to PESU from the field operations, the Secretariat and/or other programmatic units;
4. Assisting, as necessary, in the process of self-evaluation of programmes and projects;
5. Establishing and maintaining relations with relevant technical focal points to get a comprehensive understanding of existing project assessment practices;
6. Preparing draft analysis and summary reports and performs other related duties as assigned;
7. Maintaining relations with the Network of Project Practitioners and organizes meetings on project management related issues;
8. Supporting the process for the update of the OSCE Project Management Manual.

Opening 9: Conflict Prevention Centre/ Policy Support Section/ Caucasus Desk

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 Chairpersonship, 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.

The Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the Secretary General (SG) and the Chairmanship on related policy issues. It also analyses early-warning signals regarding the situation in the field and recommends the implementation of relevant preventive or reactive action. Support provided to the SG and the Chairperson-in-Office includes background information, policy support and advice, draft decisions, draft statements and summary records. PSS facilitates the co-ordination of programmes and activities among field operations and with those of OSCE specialized units within the Secretariat and institutions and assists field operations in the Performance-Based Programme Budgeting (PBPB) process. The PSS is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the Caucasus and Central Asia.

Tasks and responsibilities:

1. Monitoring and analysing developments in the South Caucasus;
2. Contributing to research on political topics, drafting background papers and reports, compiling briefing material;
3. Supporting the implementation of selected extra-budgetary projects;
4. Attending meetings and draft summaries, notes and reports for internal distribution ;
5. Taking up any other relevant responsibilities as assigned by the Desk.

Opening 10: Conflict Prevention Centre/ Policy Support Section/ Eastern Europe Desk

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 Chairpersonship, 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.

The Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the Secretary General (SG) and the Chairmanship on related policy issues. It also analyses early-warning signals regarding the situation in the field and recommends the implementation of relevant preventive or reactive action. Support provided to the SG and the Chairperson-in-Office includes background information, policy support and advice, draft decisions, draft statements and summary records. PSS facilitates the co-ordination of programmes and activities among field operations and with those of OSCE specialized units within the Secretariat and institutions and assists field operations in the Performance-Based Programme Budgeting (PBPB) process. The PSS is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the Caucasus and Central Asia.

The Eastern Europe desk in particular follows developments in Ukraine, Moldova and Belarus. In Ukraine, the desk supports the largest OSCE Field Operation, the SMM, and the Project Coordinator to Ukraine; it supports the Observer Mission at Gukovo and Donetsk BCP; and the Mission to Moldova. The desk is also closely following developments in the Trilateral Contact Group and the Transdniestrian Settlement Process in the "5+2" Format.

Tasks and responsibilities:

1. Monitoring and analysing developments in Eastern Europe, focusing on Ukraine, Moldova, Belarus and the wider region;
2. Contributing to research on political topics, drafting background papers and reports. Assist the Policy Support Officers in the preparation of background material related to the TCG and 5+2;
3. Contributing to the compilation of briefing material and travel files;
4. Contributing to the clearance process of regular reports of the SMM and other reports as necessary;
5. Attending meetings and drafting summaries, notes and reports for internal distribution;
6. Taking up any other relevant responsibilities as assigned by the SPSS.

Opening 11: Conflict Prevention Centre/ Situation/Central Asia Desk

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 Chairpersonship, 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.

Tasks and responsibilities:

1. Monitoring and analyzing developments in the region;
2. Performing research and support the formulation of policy advice;
3. Following and reporting on relevant discussions at the Permanent Council and other fora and events in Vienna;
4. Supporting timely flow of information between the field operations and the Secretariat, the Chair-in-Office, and Delegations of participating States and the Secretariat;
5. Contributing to research on selected topics, drafting papers and reports, and compiling briefing materials;
6. Attending meetings and writing summaries, notes and reports for internal distribution;
7. Supporting desk officers as needed in performance-based programme budgeting processes for field operations;
8. Contributing to and perform other related tasks, duties or projects, as required and assigned, such as participating in CPC-related events or supporting the preparation of high-level visits to the region.

Opening 12: Conflict Prevention Centre/ Situation/Communications Room

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 Chairpersonship, 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.

The Operations Service, Situation/Communications Room (SitRoom) provides a permanent operational link among all OSCE field operations, institutions, the Secretariat, the Chairpersonship and delegations. It is the round-the-clock (24/7) point of contact, 365 days a year, for all OSCE personnel in the case of emergency. It assumes the tasks of other departments during silent hours, for example, distribution of field operation reports or me devac cases, which must be handled immediately.

The Operations Service, Situation/Communications Room (SitRoom) issued a record number of outputs in the period from September 2020 to August 2021, including more than 380 reports from field operations, 620 daily briefs, 1,840 briefs on specific topics, and 11,800 email alerts regarding developments in the OSCE's areas of interest. The SitRoom also continued its crucial role in crisis management support by ensuring a 24/7 point of contact for emergencies, including medical evacuations. In 2020, in the context of the COVID-19 pandemic and an unprecedented number of crises, the Situation/Communications Room played an indispensable role in the Organization's emergency and crisis co-ordination.

Tasks and responsibilities:

1. Providing support to the team of Duty Officers;
2. Watching events affecting security and stability in the OSCE area, via all publicly available resources;
3. Tracking indicators in real time for the OSCE comprehensive approach to security, tracking early warning indicators, uploading relevant information in the Situation/Communication Room database, collating information;
4. Monitoring, screening and selecting information from mainstream and/or social media and support the Duty Officer in compiling the Daily News Updates detailing relevant and accurate developments;
5. Drafting briefings and compendiums covering the most significant developments related to the scope and policy objectives of the OSCE, as well as special events occurring in the OSCE area of activity;
6. Supporting the Duty officers on shift in compiling regional and/or thematic reports, calendars of upcoming events and special briefings relating to important events such as elections, high level meetings/conferences and others;
7. Performing other related duties as required by the Chief or Deputy Chief, SitRoom.

Opening 13: The Special Representative and Co-ordinator for Combating Trafficking in Human Beings

The Special Representative and Co-ordinator for Combating Trafficking in Human Beings (SR/CTHB) represents the OSCE at the political level on anti-trafficking issues. The Office of the SR/CTHB (OSR/CTHB) assists OSCE participating States in the implementation of commitments and full usage of recommendations set forth in the OSCE Action Plan to Combat Trafficking in Human Beings. The Office provides a co-ordinating function among OSCE structures and institutions involved in combating trafficking in human beings (CTHB) with a focus on the following activities: enhancing the awareness and understanding of THB across the OSCE region; policy planning and advocacy especially in the area of emerging trends of THB and effective approaches to combating THB; and direct assistance to participating States in practical and technical areas, at their request.

Tasks and responsibilities:

1. Contributing to the development of the research projects aimed at addressing vulnerabilities to trafficking in human beings, incl. as relates disabilities and trafficking in human beings for exploitation in forced begging and forced criminality;
2. Supporting the development of policy briefs for participating States' governments and legislature on key elements of an anti-THB National Action Plan and issues requiring legislative response;
3. Contributing to the implementation of the project "Prevention of Trafficking in Human Beings in Supply Chains" by supporting the planning and implementation of the project events aimed at fostering prevention of THB in supply chains through government practices and measures and in supply chains of international organizations; contributing to project publications and reporting;
4. Contributing to the implementation of the project "Responding to Technology-Facilitated Trafficking in Human Beings" by supporting the planning and implementation of the project activities aimed at increasing awareness of the extent of risk of THB on ICT platforms and the methodology on how to discover and assess that risk; providing guidance on policy responses to technology-facilitated THB and supporting training to address technology-facilitated THB;
5. Assisting in preparation of the background files for the SR's country and technical assistance visits. Ensures the accurate gathering and structuring of information, particularly in the spotting of relevant trends and development;
6. Supporting the reporting on Office's tasks/activities essential to de-brief or take stock of and follow-up on meetings, events, conferences;
7. Participating/taking notes at internal meetings and follows up on associated tasks;
8. Assisting the team in its daily activities and performs other duties as requested.

Opening 14: The Special Representative and Co-ordinator for Combating Trafficking in Human Beings

The Special Representative and Co-ordinator for Combating Trafficking in Human Beings (SR/CTHB) represents the OSCE at the political level on anti-trafficking issues. The Office of the SR/CTHB (OSR/CTHB) assists OSCE participating States in the implementation of commitments and full usage of recommendations set forth in the OSCE Action Plan to Combat Trafficking in Human Beings. The Office provides a co-ordinating function among OSCE structures and institutions involved in combating trafficking in human beings (CTHB) with a focus on the following activities: enhancing the awareness and understanding of THB across the OSCE region; policy planning and advocacy especially in the area of emerging trends of THB and effective approaches to combating THB; and direct assistance to participating States in practical and technical areas, at their request.

Tasks and responsibilities:

1. Supporting the activities within the prosecution portfolio of the Office, incl. the development of the paper on victim-centred approaches in investigating and prosecuting THB cases, conducting awareness raising events for judiciary and piloting the implementation of financial investigations as a tool to identify and disrupt operations of criminal groups, hold perpetrators accountable and compensate victims;
2. Supporting the activities aimed at enhancing the protection of victims of trafficking, incl. children, and application of gender-sensitive approaches in combating THB, focusing on preparation and implementation of roundtables and other events for national child protection authorities, service providers and labour inspectors;
3. Contributing to the implementation of the project “Combating Trafficking in Human Beings: Sustaining Multi-Agency Collaboration through National Simulation-Based Training Exercises” by supporting the planning and implementation of the project interventions to meet the capacity building needs of the OSCE participating States and sustaining simulation-based trainings as a methodology at national level; enhancing and sustaining multi-agency co-ordination and strengthening partnerships among key governmental and non-governmental actors, including educational and training institutions;
4. Supporting the Office in preparation and implementation of an annual High-Level Conference of the Alliance Against Trafficking in Persons, incl. as related to communication and outreach activities on the event, development of the conference report and follow up activities;
5. Assisting the Office in its online and offline communication efforts and outreach activities, including by drafting Tweets and LinkedIn posts, web-site information; supporting with preparing the Office’s infographics and other online COMMS materials with basic graphic tools; and drafting press releases and op-eds as required;
6. Participating/note-taking at internal meetings and following up on associated tasks;
7. Supporting the reporting on Office’s tasks/activities essential to de-brief or take stock of and follow-up on meetings, events, conferences, when necessary;
8. Assisting the team in its daily activities and performing other duties as requested.

Opening 15: The Office of the Co-ordinator of OSCE Economic and Environmental Activities/ ECU/ Climate change and security

The Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) deals with economic and environmental issues, operating under the premise that promoting economic prosperity and co-operation on environmental problems can contribute to international security and stability. The OSCE's role is twofold: a) to monitor economic and environmental developments among participating States, and alert them to any threat of conflict, and b) to facilitate the formulation of economic and environmental policies and initiatives among participating States, to promote security.

The OCEEA, in close collaboration with the OSCE Field Operations, has been supporting the OSCE participating States in the implementation of the 2030 Agenda for Sustainable Development and other multilateral policy and legislative frameworks, including in the field of climate change, through various projects. The OCEEA's extra-budgetary funded project on "Strengthening responses to security risks from climate change in South-Eastern Europe, Eastern Europe, the South Caucasus and Central Asia" (Project Number: 1102151) aims to raise awareness and increase capacities of the OSCE participating States to assess and address potential security risks stemming from climate change in South-Eastern Europe, the South Caucasus, Central Asia, and Eastern Europe.

Tasks and responsibilities:

1. Collecting and analyzing information on the major trends and developments in the implementation of the 2030 Agenda for Sustainable Development (particularly the peace and planet pillars and the SDG 13) in the OSCE region including within the framework of the preparations for the Regional Forum on Sustainable Development and the High-Level Political Forum on Sustainable Development, as well as the Stockholm+50;
2. Collecting and analysing information on the major global and regional trends and developments in the field of climate change and security;
3. Assisting in the implementation of the OCEEA's extra-budgetary funded project on climate change and security, including in the organization and reporting of regional consultation processes to assess and address potential security risks stemming from climate change in the project regions; visibility and promotional activities; narrative and financial reporting of the project; and mobilization of resources and partnerships;
4. Performing thematic or geographical research related to sustainable development, climate change and security, including through a gender perspective and provide inputs to the concept notes, policy briefings, and food for thought papers;
5. Preparing project briefs, presentations, and other communication and visibility material;
6. Managing internal working level communications with relevant OSCE Secretariat Departments;
7. Managing external working level communications with the respective OSCE Field Operations, as well as with the project partners.

Opening 16: The Office of the Co-ordinator of OSCE Economic and Environmental Activities/ ECU/ Energy

The Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) deals with economic and environmental issues, operating under the premise that promoting economic prosperity and co-operation on environmental problems can contribute to international security and stability. The OSCE's role is twofold: a) to monitor economic and environmental developments among participating States, and alert them to any threat of conflict, and b) to facilitate the formulation of economic and environmental policies and initiatives among participating States, to promote security.

In energy security, the Office's engagement is based on several Ministerial Council Decisions expressing the need to increase the capacity of OSCE participating States to address a wide range of energy challenges, from the need to strengthen the resilience of energy networks to reducing the environmental footprint of energy usage, production and transport. To this end, the OCEEA engages in various programmatic activities in the area of energy co-operation. The Unit provides strategic policy advice to participating States in support of pathways to sustainable and secure energy and executes various capacity-building training and policy support activities to foster regional energy security.

Amongst others, the OCEEA implements projects on the protection of critical energy infrastructure, improving the environmental footprint of energy-related activities, and promoting the role of women in the energy sector. Moreover, the Office also organizes a yearly high-level strategic dialogue on energy security issues, which involves leading decision makers and strategic minds from energy companies, governments, civil society and academia in Vienna. Furthermore, energy sustainability is among the themes identified by the incoming Chairmanship for the 30th Economic and Environmental Forum Cycle. Hence, in 2022 the OCEEA Energy Security Team will also provide extra technical support to the 2022 Polish Chairmanship of the OSCE in developing and implementing energy-related initiatives and events.

Tasks and responsibilities:

1. Supporting the development and implementation of energy security projects and activities in the areas of strategic dialogue on energy security, renewable energy, energy efficiency, protection of critical energy networks from natural and man-made disasters and other aspects of energy security and sustainability;
2. Performing thematic or geographical research and drafts background papers, briefing papers, and other documents focusing on energy security (energy governance, energy efficiency and transition to sustainable energy, critical energy networks, sustainable connectivity, women in energy) and other relevant environmental areas outlined in OCEEA's mandate;
3. Supporting the incoming OSCE Polish Chairmanship in developing and implementing energy security activities, in particular on promoting the efficient and sustainable use of energy and natural resources, and broader energy security topics in the context of their Chairmanship policy priorities;
4. Assisting with the preparation of background papers, speeches, reports, factsheets,

- talking points, presentations and other written material on energy security and sustainability;
5. Supporting the organization of energy security events, meetings, regional workshops, round-tables and other energy related conferences;
 6. Supporting activities related to project development, implementation, funding and reporting;
 7. Performing other duties as required.

Opening 17: Department of Human Resources/Talent Acquisition Unit

The Department of Human Resources (DHR) ensures that the OSCE has the human resources capacity necessary to successfully implement its mandates. DHR sets the policies and provides services in the areas of talent acquisition, administration of benefits and entitlements, payroll, performance management, talent development, and policy and employee relations across the Organization.

The Talent Acquisition (TA) Unit, as part of the Department of Human Resources, comprises ten fixed term staff members and a number of temporary staff and young professionals. The Talent Acquisition unit is responsible for the recruitment and selection of staff for the Secretariat, and supports the recruitment of international staff to OSCE Institutions and Field Operations. It is also responsible for outreach and targeted sourcing activities.

Tasks and responsibilities:

1. Providing support to the entire range of Talent Acquisition activities, including outreach, employer branding, sourcing and advertising, as well as supporting the entire selection process with focus on candidate experience, efficiency and an optimal use of our new hiring platform Oracle Taleo for all users and partners;
2. Learning how to administer the Taleo recruitment platform and providing operational support to users / stakeholders, including testing, optimizing, implementing new functionalities and co-ordinating with providers and stakeholders;
3. Supporting the management and organisation of a roster call for a range of expert profiles to be considered for Consultancies / Special Service Agreements in OSCE;
4. Supporting the inclusion of a functionality in the Taleo system for the roster of experts, combining easy administration, timeliness and search ability; acting as focal point for all stakeholders in this project;
5. Organizing and facilitating TA webinars and events flanking your areas of responsibility;
6. Developing visuals and promotional materials for selected Talent Acquisition activities (such as Vacancy Notices, Webinars, LinkedIn posts, etc.), particularly focused on Special Service Agreement.

Opening 18: Department of Human Resources/Talent Development Unit

The Department of Human Resources (DHR) ensures that the OSCE has the human resources capacity necessary to successfully implement its mandates. DHR sets the policies and provides services in the areas of talent acquisition, administration of benefits and entitlements, payroll, performance management, talent development, and policy and employee relations across the Organization.

The overarching goals of the Talent Development Unit (TDU) as part of the Department of Human Resources (DHR) are to enhance the ability of the OSCE Secretariat, Institutions and field operations to carry out their mandates and to strengthen the internal performance of the OSCE. The Talent Development Unit currently comprises eight staff members and enables learning and development throughout all executive structures of the OSCE by providing learning platforms and development products as well as learning programmes and courses. Reporting to the Unit Chief, the Talent Development Assistant supports the work of the Unit, driving activity related to performance management and help to staff across the organization related to the learning management system.

Tasks and responsibilities:

1. Providing support to OSCE learning activities, co-ordinating with internal and external stakeholders, while organizing content and promoting online and hybrid meetings, workshops, events or coffee briefings through the Unit's outreach channels, as well as recommending innovative promotional methods and channels;
2. Developing visuals and promotional materials for selected Talent Development activities (such as announcements, checklists or info guides), particularly focused in maintaining and expanding the Learning Focal Points Community impact across OSCE institutions;
3. Editing the content, designing the content and layout and support the delivery of diverse projects and courses from the Unit, including OSCE-wide learning and development programmes for all levels of staff;
4. Developing and innovating targeted ideas and projects to enhance the efficiency of the Unit's activities;
5. Learning how to administer the Learning Management System (LMS) and providing operational support if needed, including testing, course management and administration.

Opening 19: Office of Internal Oversight/Evaluations

OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including field operations. The work of OIO assures the adequacy of governance, risk management, and internal control, ensures compliance with the Organization's internal control framework, and enhances performance and the efficiency and effectiveness of operations.

Tasks and responsibilities:

1. Collecting and compiling evaluation related documentation;
2. Assisting with the preparation of interviews and meetings related to evaluation;
3. Supporting data collection and analysis;
4. Contributing to evaluation report writing;
5. Attending meetings of the evaluation team, evaluation interviews, as well as other relevant events, taking notes and preparing meeting minutes;
6. Supporting the organization of interviews, workshops and conferences;
7. Performing other duties as assigned.

Opening 20: Office of Internal Oversight/ Investigations

OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including field operations. The work of OIO assures the adequacy of governance, risk management, and internal control, ensures compliance with the Organization's internal control framework, and enhances performance and the efficiency and effectiveness of operations.

Tasks and responsibilities:

1. Assessing incoming indications or allegations to determine whether they are substantiated and representing a prima facie case of misconduct, and providing recommendations to the Senior Investigator;
2. Planning, developing, conducting and drafting reports on administrative fact-finding investigations in compliance with OSCE applicable instructions, policies and practices and the Uniform Guidelines for International Investigators. All investigations should ensure impartiality and respect due process rights and meet the required standards of confidentiality and tact. To include:
 - Using theories, concepts and approaches relevant to administrative investigations, with an emphasis on fraud, complex information technology issues, and violations of OSCE financial/ administrative instructions.
 - Assisting the Senior Investigator on complex investigations, and leading other investigations as required;
 - Proposing investigation timetables to the Senior Investigator;
 - Conducting interviews, taking statements and analysing facts and findings, obtaining and reviewing pertinent documentation, and preparing relevant evidence with a specific attention to the chain of custody;
 - Drafting reports and recommending corrective measures as appropriate.
 - Making proposals for best practices to be incorporated within the Organization's manual of investigation practices, policies and procedures, and in Internal Audit working programmes, as appropriate.
3. Assisting in developing and performing fraud risk assessments to identify vulnerable areas including the development of strategies for fraud prevention and detection; acting as a resource and provides guidance to non-investigative OIO staff members when required; providing professional advice to managers in relation to initiatives aimed at establishing or improving the control, integrity and accountability framework of OSCE. To include:
 - Developing and proposing recommended improvements of a remedial and/or innovative nature to improve the control and accountability framework of OSCE;
 - Following up on the implementation of recommendations, appraising their adequacy based on the results achieved by the actions undertaken;
 - Making proposals for best practices to be incorporated within Internal Audit working programmes, or OSCE regulations, as appropriate.
4. Performing other related duties and assignments as required.

Opening 21: Office of Internal Oversight/ Audit

OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including field operations. The work of OIO assures the adequacy of governance, risk management, and internal control, ensures compliance with the Organization's internal control framework, and enhances performance and the efficiency and effectiveness of operations.

The JPO will support the activities of the Office of Internal Oversight/ Internal Audit Section, primarily through: contributing in the development of data analytics tools based on Power BI for Oracle (and potentially MS Access), and participating in the section's regular activities (e.g. internal audits/reviews).

Tasks and responsibilities:

1. Contributing to the development of data analytics tools based on Power BI for Oracle (and potentially MS Access), with a view to:
 - increase Internal Audit ability to make use of the data available to strengthen assurance capacity through a more systematic identification of trends, outliers, exceptions, inconsistencies;
 - automate a number of control/testing processes and develop relevant data visualization to improve productivity;
 - develop outputs in the form of reports and/or other formats which may be handed over to key stakeholders within the Secretariat (e.g. DMF/DHR) to allow for improved monitoring control activities.
2. Participating in the planning, the conduct and the drafting of reports for assigned audits, reviews and other format of audit/advisory activities, aimed at providing assurance on and/or strengthening governance, risk management, internal control, compliance and performance across the Organization;
3. Performing other related duties and assignments as required.

Opening 22: Transnational Threats Department/ Strategic Police Matters Unit

The Transnational Threats Department (TNT Department) supports the Secretary General in functioning as the focal point of the Organization-wide programmatic activities that relate to countering transnational threats and in ensuring coordination and coherence of action across all three dimensions and among all OSCE executive structures, while respecting their mandates. The TNT Department comprises of a Co-ordination Cell, Strategic Police Matters Unit, Action against Terrorism Unit and Borders Unit.

The Strategic Police Matters Unit (SPMU) at the Secretariat responds to requests from participating States for specific expert advice on policing and police-related activities. Good policing has played a vital role in preventing conflict (particularly secondary conflicts), in preserving social stability during political crises, as well as in supporting the rehabilitation period following the end of conflict. Equally apparent is that without effective law enforcement and genuine respect for the rule of law and the institutions responsible for upholding it, there can be little likelihood of social, political or economic stability.

Tasks and responsibilities:

1. Conducting research, as necessary, pertaining to on-going TNTD/SPMU programmes and activities, and current and emerging transnational threats and trends; preparing background papers;
2. Assisting on-going TNTD/SPMU programmes and supporting the Head and the Deputy Head in their daily activities;
3. Taking notes from various formal and informal meetings (internal and external) and preparing/editing reports;
4. Assisting in the drafting of speeches and presentations related to TNTD/SPMU's activities;
5. Assisting in the organization of conferences, events and workshops by providing logistic and administrative support, including maintaining lists of participants, communicating with participants/speakers, preparing and distributing materials and assisting with visa applications and hotel arrangements;
6. Providing logistic and administrative support in the implementation, development and monitoring of extra-budgetary funded projects;
7. Performing other duties as requested.

Opening 23: OSCE Representative on Freedom of the Media

Free expression and free media are basic human rights. To ensure compliance with media-freedom commitments agreed upon by participating States, the Office of the OSCE Representative on Freedom of the Media (RFoM) was established in December 1997. The function of the Representative is to observe relevant media developments in OSCE participating States with a view to providing early warning on violations of freedom of expression. The Representative concentrates on rapid response to serious non-compliance with OSCE principles and commitments by participating States. In case of serious problems caused, for instance, by obstruction of media activities and unfavorable working conditions for journalists, the Representative seeks direct contacts with the participating State and other parties involved, assesses the facts and contributes to the resolution of the issue. Another task is to assist participating States by advocating and promoting full compliance with OSCE principles and commitments regarding freedom of expression and free media. Assistance is typically provided in the form of legal analyses of legislation, organizing conferences and roundtables during which best practices are shared and promoted, preparing topical publications and guidebooks on media freedom matters and providing training seminars for media and government officials.

1. Assisting in designing methodology for more monitoring and evaluating the CAT work (meetings and on-line assignments); assisting with research and assessment of media freedom developments in view of suggestions for interventions to RFoM, including with necessary sound political sensitivity and adequate use of language;
2. Ensuring the accurate gathering, structuring and flow of information, particularly in the spotting of relevant trends and developments for the quality; assisting advisers with drafting of press releases, letters and other communications to participating States in case of non-compliance with OSCE media freedom commitments;
3. Under direct guidance of a Senior Adviser, preparation of briefing materials for the Representative ahead of her meetings, country visits and participation in events, including talking points, background notes and inputs for speeches; conducting general research assignments;
4. Taking notes and drafting summaries at formal and informal meetings, including meetings of the OSCE Permanent Council and relevant committees;
5. Assisting with compilation and production of reports and publications, as required;
6. Participating in visits and events conducted and organized by the Office;
7. Providing support to project officers in preparation of events such as conferences and seminars;
8. Performing other related duties as assigned.