

HOW WE HIRE FOR CONTRACTED AND SECONDED POSITIONS AT THE OSCE

A STEP-BY-STEP GUIDE TO OUR RECRUITMENT PROCESS INFORMATION FOR CANDIDATES

1

Check our available vacancies

All OSCE vacancies are published on <https://vacancies.osce.org/>. Additionally, we share our vacancies on other platforms such as LinkedIn and Impactpool.

2

Learn more about recruitment at OSCE

You are invited to watch our online tutorials at <https://jobs.osce.org/webinars> to learn about OSCE steps of recruitment for contracted and seconded positions as well as application and interview preparation strategies.

3

Apply Online

Create your online profile on our career portal and submit your application for any vacancy of your interest. For seconded positions, verify the eligibility and applicable procedures with your national seconding authority. At this stage, only your seconding authority will have access to your application. In case of technical issues, contact us via taleo@osce.org.

4

Long-Listing by HR

Our recruiters will review your application after the vacancy deadline to ensure you meet the minimum requirements outlined for the vacancy of application. For seconded positions, your application will be available to us only once it is supported by your nominating authority.

5

Short Listing by Hiring Managers

Hiring Managers will screen your application. At this stage, you may be invited for a written pre-assessment or a pre-recorded interview with automated questions.

6

Candidate Assessment

Congratulations, you have reached the last stage of the process for this position!

At this stage, you will be invited to participate in an online assessment followed by reference checking and a live video interview with a board of panel members. Candidates' suitability will be assessed by the board chaired by a Hiring Manager and facilitated by HR. The board will consider your relevant education, experience, and performance throughout assessments and interview. For candidates of equal merit, gender and geographical representation are considered.

7

Selection Recommendation & Decision

The Appointing Authority makes the selection decision based on the recommendations of the Interview Board.

For a secondment position, your seconding authority is informed and will officially notify you about the outcome.

8

Offer Letter

Once the selection decision has been made, you will hear from our HR Services team and receive an offer letter for your acceptance. At this stage, the recruitment process is over for you, and we are happy to welcome you to the OSCE!