



JUNIOR PROFESSIONAL OFFICER (JPO) Programme

2024 / 2026 - SECRETARIAT OPENINGS

About the OSCE

The Organization for Security and Co-operation in Europe (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.

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

The OSCE Junior Professional Officer Programme

The OSCE Junior Professional Officer (JPO) programme has been an important initiative in attracting and developing young professionals since 2006. The programme provides the selected JPOs with an opportunity to gain valuable work experience and skills in both Secretariat and field locations, while contributing to the OSCE's mission of promoting peace and security in the region. The JPO programme has also been effective in promoting diversity and inclusivity by hiring young professionals from underrepresented countries and regions. The OSCE remains committed to nurturing the next generation of leaders and professionals in the field of security and cooperation.

The overall objective of the OSCE JPO Programme is to provide young professionals 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. Furthermore, the programme aims at offering an opportunity to build a professional career in the

multilateral international cooperation sector and equip the participants with skills and abilities necessary to work in a multicultural environment.

2024-2026 JPO Programme

For the upcoming 2024-2026 Programme, JPOs will work at two different duty stations, providing them with the opportunity to focus on different contexts and thematic areas. First, there will be a twelve-months period at the Secretariat (Spring 2024) followed by second twelve-months period in one of the OSCE field operations

JPO Openings for 2024 at the Secretariat

For this 25th round of the programme the OSCE is seeking candidates for a range of different offices at the Secretariat in the thematic areas reflected below:

- [Office of the Secretary General](#): Communications and Media Relations, Executive Management, External Co-operation, Gender Issues, Office of Legal Affairs, Security Management.
- [Conflict Prevention Centre](#): Policy Support Service (Caucasus, Central Asia, Eastern European and South Eastern European desks), the Situation Room and the Programming and Evaluation Support.
- [Office of the Special Representative/Co-ordinator for Combating Trafficking in Human Beings](#): Programming and Capacity Building, Support response to emerging challenges.
- [Office of the Co-ordinator of OSCE Economic and Environmental Activities](#): Economic Governance Unit and Energy Security.
- [Transnational Threats Department](#): Strategic Police Matters
- [Department of Management and Finance](#): Risk Management, Compliance and Information Security Unit, Procurement and Contracting.
- [Department for Human Resources](#): Talent Acquisition.

- [Office of Internal Oversight:](#) Investigation Section, Evaluation Section and Audit

A total of **23 JPO positions** are open for applicants. Candidates are requested to indicate a **maximum of three thematic areas of interest** in order of preference in their application. Please note that OSCE will prioritize candidates based on their relevant experience, education, and motivation for the positions while taking into consideration the needs of the receiving department.

Note: JPOs can expect to be informed about their field operation placement approximately 2-3 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.

Candidates are invited to review the following job descriptions and apply for positions that correspond most closely to their background and tailor their application accordingly.

Office of the Secretary General (OSG)

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 (CiO), and coordinating 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 Documentation 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.

In The Office of the Secretary General there are six JPO postings open:

- [Opening 1: OSG - Communications and Media Relations Section](#)
- [Opening 2: OSG - Executive Management team](#)
- [Opening 3: OSG - External Co-operation Section](#)
- [Opening 4: OSG – Gender Issues](#)
- [Opening 5: OSG– Office of Legal Affairs](#)
- [Opening 6: OSG – Security Management](#)

All openings with job descriptions can be found below.

Opening 1: OSG - Communications and Media Relations Section

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.

Under the guidance of the Chief, Media Relations Unit, the Junior Professional Officer – Media relations (JPO) will become an integrated member of the OSCE media team creating OSCE's communication products and activities to effectively promote the OSCE's impact to key audiences. The JPO will execute the following duties and responsibilities:

1. **Developing and publishing engaging content for the OSCE social media channels and the OSCE website:**

- Drafting and editing communications products, including social media products, 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;
- Working with other colleagues of the COMMS' Media Relations Unit, the Conflict Prevention Centre and the Chairpersonship 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:**

- 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;
- 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:

- 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;
- Maintaining and updating the database of media representatives;
- Conducting media monitoring and analysing metrics and visibility indicators from a broad range of sources;
- Compiling the quarterly 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:

- Assisting with publishing items on the OSCE website and on social media platforms;
- Assisting with audio/video activities, such as photography or recording video interviews;
- Assisting with the production of graphics and infographics.

Opening 2: OSG - Executive Management team

Executive Management is one of the eight sections in the OSG. The Executive Management team acts as a cabinet of the Secretary General, providing support on all issues related to the implementation of the Secretary General's mandate. Executive Management ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General.

Under the direct supervision of the Senior Adviser, the Junior Professional Officer - Executive (JPO) will support the Executive Management team. The selected JPO will gain a comprehensive overview of the OSCE's priorities and activities in relation to the mandate of the Secretary General. In addition, the aim is to equip the selected JPO with important skills and abilities to build his/her professional career in a fast-paced, international and multicultural environment. This will further enable the selected JPO to compete for future entry-level positions in the international civil service sector. The JPO will execute the following duties and responsibilities:

1. Contributing to preparing files for meeting and official visits of the Secretary General (SG), compiling received input and ensuring quality control.
2. Conducting research on specific topics and collects inputs from other Departments at the OSCE Secretariat, compiles reports and papers for the SG and the Chairpersonship on both strategic and organizational issues.
3. Contributing to drafting papers, speeches and talking points in coordination with other team members.
4. Supporting preparation of the weekly and thematic SG's reports to the Permanent Council (PC).

5. Attending relevant OSCE meetings as required and provides support, takes notes and follows up on action points under the guidance of the Senior Adviser.
6. Supporting the team in its daily activities and performing other duties as requested.

Opening 3: OSG - External Co-operation Section

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.

The Junior Professional Officer - External Co-operation (JPO) will have an opportunity to gain an overview and support the implementation of current OSCE priorities, programs and activities in relation to other international organizations, notably the UN, the EU, NATO and the Council of Europe, as well as the OSCE's Asian and Mediterranean Partners for Co-operation.

Under the supervision of the Head of External Co-operation Section, the JPO will execute the following duties and responsibility;

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. Ensuring the accurate gathering, structuring and flow of information, particularly in the spotting of relevant trends and developments for the quality;
7. Preparing meetings and research documents into ongoing trends related to OSCE Asian and Mediterranean Partners for Cooperation;
8. Preparing meetings and research papers into ongoing trends related to OSCE Regional and International partner organizations (UN, EU, NATO, etc.);
9. 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;
10. Assisting in designing methodology for more monitoring and evaluating the Committee against Torture (CAT) work (meetings and on-line assignments); Assisting in designing methodologies for International Organizations and Regional Organizations' different approaches to Artificial Intelligence; relations with Third Parties; Private Sector, Think tanks and NGOs. Support Migration portfolio through the organization of meetings, conferences and establishment of Focal Points Network;
11. Assisting the section in other daily activities.

Opening 4: OSG – Gender Issues

Gender Section of the Office of the Secretary General 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 the 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.

Under the supervision of the Senior Co-ordination Adviser, The Junior Professional Officer – Gender (JPO) Issues will execute the following duties and responsibilities:

1. **Supporting and contributing to gender section campaigns and high-level events:**

- Supporting with the development of concept notes, including background research, for thematic events organized by the Gender Issues Programme;
- Supporting and contribute to 16 Days of Activism on combating violence against women;
- Assisting with the organization of the White Ribbon awards event;
- Assisting with the organization of the 2023 Gender Champions Award;
- Assisting with the organization of the Annual Gender Focal Point meeting.

2. **Background research on gender parity at OSCE panels and events:**

- Conducting research and analysis to prepare a baseline of key OSCE panels held in 2023;

- Preparing a report and visual presentation on gender parity in OSCE panels, to include recommendations and follow up actions.

3. Preparation for the Ministerial Council:

- Conducting desk research, prepare documents for negotiations on draft decisions on gender equality -related topics;
- Taking notes at negotiations and prepare reports.

4. Communication - presentations and visuals / innovative intranet platform:

- Assembling power point presentations and visual material for events and projects;
- Uploading documents in JARVIS documentation system;
- Updating and uploading information on the Gender Focal Point platform.

5. Develop information materials for key issues on gender equality and security:

- Undertaking secondary research for data in areas of gender discrimination in politico-military, economic-environmental and human dimensions as requested by Gender Issues Programme.

Opening 5: OSG – Office of Legal Affairs

Office of Legal Affairs (OLA) 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.

Under the general supervision of the Deputy Head, Office of Legal Affairs, the JPO will support the unit's work by helping provide legal advice to the Secretariat, field operations, Institutions, and Chairpersonship on all legal issues relating to the functions, structure and activities of the Organization. Specifically, the Junior Professional Officer – Legal Affairs (JPO) will assist OLA staff with the following duties 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 6: OSG – Security Management

Security Management System ensures the security, safety and well-being of OSCE staff while carrying out their work. Security Management serves as the clearing house for all security related issues, it defines the Organization's safety and security policy and standards and it supports the Organization's security managers in meeting their responsibilities. It also maintains contact with host authorities, as well as with partner organizations and embassies, on all security-related matters and participates actively in the Crisis Management Team and the Security Management Committee.

Under the supervision of the Field Security Officer, The Junior Professional Officer – Security (JPO) will execute the following duties and responsibilities:

1. Direct support to the Security Information and Analyses in the Security Management;
2. Preparing presentations for the Crisis Management Team;
3. Evaluating of security incidents and development of incident reports across the OSCE region, including SPU;
4. Preparing security documentation in support of Security Management and the Crisis Management Team;
5. Identification and coordination of security information requirements, development of trend analysis, gathering comprehensive information on all factors of insecurity, determining the relevance and validity of security information and the reliability of information resources;
6. Representing Security Management in the Joint Analysis and Operational Centre;

7. Performing other duties within the OSCE Security Management System, as directed by the Field Security Officer (FRO);

Conflict Prevention Centre (CPC)

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.

In the Conflict Prevention Centre there are six JPO postings open:

- Conflict Prevention Centre (CPC) - Policy Support Service (PSS)
 - [Opening 7: PSS - Caucasus Desk](#)
 - [Opening 8: PSS - Central Asia Desk](#)
 - [Opening 9: PSS - Eastern Europe Desk](#)
 - [Opening 10: PSS - South-Eastern Europe Desk](#)
 - [Opening 11: CPC - The Situation/Communications Room \(SitRoom\)](#)
 - [Opening 12: CPC - Programming and Evaluation Support Unit \(PESU\)](#)

All openings with job descriptions can be found below.

Conflict Prevention Centre (CPC) - Policy Support Service (PSS)

Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations. PSS monitors the implementation of the mandates of the individual field operations and advises the SG and the Chairpersonship on related policy and operational 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 Chairpersonship includes background information, policy support and advice, input to speeches and travel files as well as drafting 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 with their input to the budget-cycle process. PSS also provides support for the Chairperson-in-Office's representatives dealing with protracted conflicts and related formats.

The PSS comprises four regional desks covering Eastern Europe, South-Eastern Europe, the Caucasus and Central Asia.

Opening 7: PSS - Caucasus Desk

The Junior Professional Officer - Policy Support (JPO) will support the work of the **Caucasus Desk**, which is part of the Conflict Prevention Centre/Policy Support Service Unit. Under the supervision of the Senior Policy Support Officer, she/he will be responsible for supporting the engagement of the OSCE in the South Caucasus, through assisting in the daily work of the Desk, which has two main pillars: information collection and analysis, and project implementation. The Caucasus Desk directly implements projects initiatives in support of the OSCE's engagement in the Geneva International Discussions (on the conflict in Georgia) and plays a coordinating/oversight role over projects implemented in Armenia and Azerbaijan. Upcoming activities include youth dialogue at the regional level and in the Gender Inclusivity and Diversity (GID) level. The focus of the analysis work will depend on contextual developments, but the chosen person will in particular contribute to the Desk's work relating to Armenia and Azerbaijan.

Under the supervision of the Senior Policy Support Officer the JPO will execute the following duties and responsibilities:

1. Monitor and analyse ongoing developments in the South Caucasus, with a focus on social media; Contribute to research on political topics, draft background papers and reports, compile briefing materials;
2. Follow relevant discussions of the OSCE Permanent Council, the Forum for Security and Co-operation and various other thematic meetings of the OSCE decision making and executive structures, as needed. Attend other meetings and draft summaries, notes and reports for internal distribution;
3. Assisting in the administration of the OSCE's Repository Programme on assistance to Armenia and possible other activities relating to Azerbaijan; support the drafting, reviewing and implementation of selected extra-budgetary projects;

4. Assisting and participating in civil society, women – youth, peace and security related events;
5. Support desk officers as needed in preparation of visits to the region and preparation of files for the Secretary General, the Chairperson-in-Office and the Director of the Conflict Prevention Centre;
6. Contribute to and perform other related tasks, duties or assignments, as required, such as participating in CPC-related events or any other relevant responsibilities as assigned by the Desk.

Opening 8: PSS- Central Asia Desk

The Junior Professional Officer – Policy Support (JPO) will support the work of **Central Asia Desk**, which is part of the Conflict Prevention Centre's Policy Support Service. Under the supervision of a Policy Support Officer, the incumbent will be responsible for supporting the engagement of the OSCE in Central Asia, through assisting the daily work of the Desk and the field operations in the region. The concrete deliverables and involvement will depend on the starting date and contextual developments.

1. Under the supervision of the Senior Policy Support Officer the JPO will execute the following duties and responsibilities: Monitoring and analysing developments in the region;
2. Performing research and supporting 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, draft papers and reports, and compile briefing materials;
6. Assisting in the administration of the OSCE's Repository Programme "Response to the Implications of Afghanistan for the OSCE Region" (RIAOR), including reporting, liaising with project managers and other stakeholders, and updating internal databases;
7. Attending meetings and writing summaries, notes and reports for internal distribution;

8. Supporting desk officers as needed in performance-based programme budgeting processes for field operations;
9. Contributing to and performing 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 9: PSS- Eastern Europe Desk

The Junior Professional Officer - Policy Support (JPO) will support the work of the **Eastern Europe Desk**, which is part of the Conflict Prevention Centre's Policy Support Service. Under the supervision of the Senior Policy Support Officer, the incumbent JPO will be responsible for supporting the engagement of the OSCE in Eastern Europe, through assisting the daily work of the Desk. The concrete deliverables and involvement will depend on the starting date and contextual developments.

Under the supervision of the Senior Policy Support Officer (SPSO), the JPO will execute the following duties and responsibilities:

1. Monitoring and analysing developments in Eastern Europe, focusing on Ukraine, Moldova, Belarus and the wider region;
2. Contributing to research on selected topics, draft papers and reports, and compile briefing materials and travel files;
3. Assisting the Policy Support Officers in the preparation of background material related to the Transdniestrian Settlement Process;
4. Contributing to the clearance process of regular reports and other documents as necessary;
5. Following and report on relevant discussions at the Permanent Council and other fora and events in Vienna. Attend meetings and draft summaries, notes and reports for internal distribution;
6. Taking up any other relevant responsibilities as assigned by the SPSO.

Opening 10: PSS - South-Eastern Europe Desk

South-Eastern Europe Desk provides policy support to six OSCE field operations in Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia and Kosovo¹. The Desk follows closely developments in this region, also from an early warning perspective, and provides strategic advice to the Secretary General and the Chair-in-Office on the OSCE's engagement.

The Junior Professional Officer – Policy support (JPO) will support the work of the South Eastern Europe Desk of the Conflict Prevention Centre/Policy Support Service Unit. Under the supervision of Senior Policy Support Officer, she/he will be responsible for supporting the engagement of the OSCE in this region, through assisting in the daily work of the Desk, which has two main pillars: information collection and analysis, and providing advice to the Field Operations and the OSCE senior management.

Under the supervision of the Senior Policy Support Officer, the JPO will execute the following duties and responsibilities:

1. Monitoring and analysing developments in the assigned jurisdictions in the region, including liaising and co-ordinating with relevant field operations when preparing assessments;
2. Reviewing weekly, monthly and Spot reports, as well as drafting talking points, speeches and background information for OSCE senior officials, and ensuring the gender perspective was included in those documents;
3. Contributing to the compilation of briefing materials and background information, as well as researching different political topics to contribute to

¹ All references to Kosovo, whether to the territory, institutions or population, in this text should be understood in full compliance with United Nations Security Council Resolution 1244

Desk's analysis, including on those developments that affect women and men differently;

4. Attending meetings and draft summaries, notes and reports for internal distribution;
5. Engaging with Secretariat departments on programmatic activities in South-Eastern European region;
6. Performing other relevant duties as assigned.

Opening 11: CPC - The Situation/Communications Room (SitRoom)

Within the CPC's **Operations Service (OS)**, the **Situation/Communications Room (SitRoom)** provides a permanent operational link among all OSCE field operations, institutions, the Secretariat, the Chairpersonship, and delegations. It is the 24/7 point of contact for all OSCE personnel in case of emergencies, including medical evacuations. It plays a key role in OSCE emergency and crisis coordination.

Within Operations Service, the **Planning and Analysis Team (PAT)** conducts operational planning for the set-up, reorganization, and closure of field operations; analysis related to early warning, early action, conflict prevention, crisis management, conflict resolution, post-conflict rehabilitation and peacebuilding; the identification of lessons and best practices; and operational liaison with other international organizations.

Effective early warning entails staying abreast of events and situations at all times. The **SitRoom** fulfils its early warning function by monitoring open-source media to provide situational awareness information to OSCE senior management and the Chair. In this role, it collaborates with **OS/PAT**, which serves as the OSCE-wide Early Warning Focal Point, in line with Ministerial Council Decision No. 3/11. OS/PAT provides analytical and methodological support with a view to enhancing the OSCE's early warning capacities.

The Junior Professional Officer – Operational Support (JPO) will primarily support the SitRoom, together with OS/PAT, in implementing its '*Plan to Mainstream SitRoom Services related to Open-Source Media Monitoring*'. The JPO will support the SitRoom and PAT in their work to implement the Plan, with the following overall goals:

- To provide information products based on open-source monitoring for the purpose of situational awareness and early warning that meet the information requirements of OSCE core recipients;
- To further develop SitRoom products and to improve their accessibility and user-friendliness;
- To explore the feasibility of introducing innovative technical tools for the automated generation of SitRoom products as well as storage and retrieval of the information gathered.

Currently the SitRoom and OS/PAT are assessing the feasibility of AI- and GIS-based systems for the purpose of situational awareness and early warning, which forms a part of the Plan's implementation. The JPO will support these endeavours, which form a part of the OSCE's broader endeavour to integrate new technological tools for early warning, early action, and crisis management.

Under the direct supervision of the Chief/SitRoom, and together with the Senior Operational Support Officer in OS/PAT, the JPO will perform the following duties and responsibilities:

1. Monitoring and gathering news on relevant developments affecting security and stability in the OSCE area, via open sources;
2. Tracking early warning indicators in real time, collate information, upload relevant information into the SitRoom database;
3. Compiling news updates, briefings, compendiums, and regional and/or thematic reports covering the most significant developments related to the scope and policy objectives of the OSCE;
4. Supporting the SitRoom in implementing its Plan to mainstream SitRoom services related to open-source media monitoring for the purpose of situational awareness and early warning;

5. Related to the Plan, supporting the SitRoom and OS/PAT in identifying the information requirements of OSCE core recipients of the SitRoom's open-source monitoring;
6. Related to the Plan, support the SitRoom in further developing its products and to improve their accessibility and user-friendliness;
7. Related to the Plan, support the SitRoom and OS/PAT in assessing the feasibility of new technological tools, such as AI- and GIS-bases systems, for the purpose of situational awareness and early warning;
8. Providing a surge capacity for all SitRoom operations during times of crisis and unforeseen developments.

Opening 12: CPC - The Programming and Evaluation Support Unit (PESU)

Programming and Evaluation Support Unit (PESU) assists the Secretary General and the Chairpersonship 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 Chairpersonship 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.

Under the supervision of the Chief, Programming and Evaluation Support Unit the Junior Professional Officer – Programming and evaluation (JPO) will execute the following duties and responsibilities:

1. Providing support for the development of an online training system and for the organization of project management trainings held by CPC PESU;
2. Maintaining relations with the Network of Project Practitioners, organizing meetings and database of best practices on project management related issues;
3. Establishing and maintaining relations with relevant technical focal points to get a comprehensive understanding of and provide support to existing project assessment practices;

4. Preparing research, launching surveys, draft analysis and summary reports falling under the scope of work of CPC PESU;
5. Reviewing draft project progress and final self-evaluation reports, draft Implementing Partner calls for advice support and analysis of common issues and challenges;
6. Preparing summary notes about the meetings of the Advisory Committee on Management and Finance and for other internal or external meetings as and when required.

The Special Representative and Co-ordinator for Combating Trafficking in Human Beings (SR/CTHB)

Trafficking in human beings is a complex, multi-faceted crime and a severe violation of human rights, concerning all OSCE participating States. It intersects with issues of fundamental rights and the rule of law, law enforcement and crime control, inequality and discrimination, corruption, economic deprivation and migration. In 2003, the Organization set up the Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings to help participating States develop and implement effective policies for combating human trafficking. The Office of the Special Representative ensures co-ordination of the OSCE's efforts in combating trafficking in human beings across all three dimensions of the OSCE and acts as a focal point for the OSCE's efforts in this area. It assists participating States in the implementation of OSCE commitments through technical assistance and capacity-building. It also conducts research and helps develop policies on persistent and emerging trends in the field of human trafficking.

In the Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings there are two JPO postings open:

- [Opening 13: SR/CTHB - Programme and Capacity Building](#)
- [Opening 14: SR/CTHB – Support responses to emerging challenges](#)

Both openings with job descriptions can be found below.

Opening 13: SR/CTHB - Programme and Capacity Building

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 Trafficking in Human Beings (THB) across the OSCE region; policy planning and advocacy especially in the area of emerging trends and effective approaches to combating THB; and direct assistance to participating States in practical and technical areas, at their request.

Under the Senior Co-ordination Adviser, the Junior Professional Officer – Support responses to emerging challenges (JPO) will execute the following duties and responsibilities:

1. Assisting in the preparation and execution of meetings, consultations, conferences, side events, including in relation to child trafficking, the intersectionality between gender, age and ethnic or racial background, and the nexus between disabilities and human trafficking by proposing agenda topics, identifying participants, preparation of background documents and drafting presentations;
2. Contributing to the design of advocacy initiatives, including on reducing the demand that fosters the sexual exploitation of children;
3. Conducting in-depth research and literature review, including on emerging issues related to the intersectionality of demand and vulnerabilities that lead

to child trafficking – including age, gender and ethnic/racial background, the nexus between disabilities and human trafficking;

4. Supporting the development of training and capacity building tools, including a tool on trauma-informed judging and victim-centred court proceedings;
5. Supporting the implementation of regional and national simulation-based training exercises in the framework of the project “Combating trafficking in human beings: sustaining multi-agency collaboration through national simulation-based training exercises” and supports the implementation of follow-up activities;
6. 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;
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 required.

Opening 14: SR/CTHB – Support responses to emerging challenges

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 and effective approaches to combating THB; and direct assistance to participating States in practical and technical areas, at their request.

Under the Senior Co-ordination Adviser, the Junior Professional Officer – Support and Programming (JPO) will execute the following duties and responsibilities:

1. Contributing to the Office's activities related to addressing the risks of human trafficking for people fleeing the war against Ukraine, including by supporting the planning and implementation of the respective events, conducting desk research and analysis, and contributing to publications;
2. 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;

3. Supporting the planning and implementation of the activities related to prevention of and response to human trafficking for various exploitative purposes, including trafficking in human beings for exploitation in forced begging and forced criminality as well as for organ removal;
4. Assisting in preparation of the background files for the Special Representative's country and technical assistance visits. Ensures the accurate gathering and structuring of information, particularly in the spotting of relevant trends and developments;
5. 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;
6. Contributing to the visibility and communication efforts of the Office, including by drafting press releases and social media posts, taking pictures and video recording at the relevant events;
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.

Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA)

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 OCEEA's role is twofold: a) to monitor economic and environmental developments among participating States, and alert them to any threat of instability, and b) to facilitate the formulation of economic and environmental policies and initiatives among participating States, to promote security. The Office currently comprises 22 staff members.

In The Office of the Co-ordinator of OSCE Economic and Environmental Activities there are two JPO postings open:

- [Opening 15: OCEEA - Economic Governance Unit](#)
- [Opening 16: OCEEA - Energy Security](#)

Both openings with job descriptions can be found below.

Opening 15: OCEEA - Economic Governance Unit

The principal objective of the Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) is to strengthen security and stability in the OSCE region by promoting international co-operation on economic and environmental issues. The activities of the OCEEA are guided particularly by the OSCE Strategy Document for the Economic and Environmental Dimension, approved by the OSCE Ministerial Council in Maastricht in December 2003.

Under the supervision of the Senior Economic Officer the Junior Professional Officer – Economic (JPO) will execute the following duties and responsibilities:

1. Performing thematic or geographical research and draft background papers, briefing papers and other documents focusing on good economic governance (anti-corruption, anti-money laundering, entrepreneurship, human capital development, migration governance, economic connectivity) and other relevant economic areas outlined in OCEEA's mandate;
2. Drafting initial versions of project proposals;
3. Assisting with the organization of conferences and events by maintaining lists of participants, communicating with speakers and participants, updating agendas, and performing any other duties as requested;
4. Attending relevant meetings, and any other (internal or external) meetings and conferences on request, and take notes;
5. Drafting initial versions of speeches and presentations;
6. Assisting in co-ordinating and providing relevant inputs;
7. Performing other related duties as assigned.

The JPO is expected to assist in the implementation of the following Unified Budget (UB) Activities:

- Economic Governance Unit communication activities (preparing drafts of news items, social media posts, blogs, updating Confluence);
- OCEEA Women in the 2nd dimension conference (1-2 Q2024);
- Conferences, events and meetings organized by the Economic Governance Unit.

The JPO is also expected to assist the Unit in the implementation of the following Extra Budgetary (Ex-B) projects:

- YDEAS (Young Developers and Entrepreneurs Advancing Start-ups) – focusing on youth entrepreneurship and the development of social and green entrepreneurship in the Western Balkans and other OSCE regions.
- Innovative policy solutions to mitigate money laundering risks of virtual assets – the project addresses risks posed by virtual assets for criminal purposes in Georgia, Moldova and Ukraine.
- Supporting anti-corruption efforts of the Government of Moldova - the project aims at assisting the government of Moldova in fulfilling relevant OSCE commitments in good governance and anti-corruption.
- Open data and digitalization – the project aims to strengthen anti-corruption efforts of OSCE pS through training, education, and awareness raising activities on the use of open data and new digital tools.
- Youth crime prevention – the project aims to strengthen youth crime prevention and youth resilience towards organized crime, corruption and drug use through dialogue, education and capacity building.

Opening 16: OCEEA - Energy Security

Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) works to strengthen security and stability in the OSCE region by promoting international co-operation on Economic and Environmental issues. 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 cooperation. 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 regional energy co-operation. 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, the OCEEA Energy Security Team supports the Chairpersonship of the OSCE in developing and implementing energy-related initiatives and events.

Under the supervision of the Senior Programme Officer the Junior Professional Officer – Energy Security (JPO) will execute the following duties 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 draft background papers, briefing papers, and other documents focusing on energy security (energy governance, energy efficiency and transition to sustainable energy, critical energy infrastructure protection, sustainable connectivity, women in energy) and other relevant environmental areas outlined in OCEEA's mandate.
3. Assisting with the preparation of background papers, speeches, reports, factsheets, talking points, presentations and other written material on energy security and sustainability.
4. Supporting the organization of energy security events, meetings, regional workshops, round-tables and other energy related conferences.
5. Supporting activities related to project development, implementation, funding and reporting.
6. Performing other duties as required.

The JPO is expected to assist in the implementation of the following Unified Budget (UB) activity:

- **7th Vienna Energy Security Dialogue:** The event will gather energy experts from academia, business, government and international organizations to debate key challenges associated with energy, technologies and security sector.

The JPO is also expected to assist the Unit in the implementation of the following Extra Budgetary (Ex-B) projects:

- **“Promoting Green Ports and Connectivity”** - The aim of the project is to improve sustainable connectivity and facilitate trade flows between Central

Asia and Europe by supporting the establishment of a common digital infrastructure and promoting energy efficiency in the port operations.

- **“Mitigating Climate Change Threats to Critical Energy Infrastructure”** - The aim of the project is to improve the climate resilience of critical energy infrastructure and support energy decision-makers in the OSCE region to build more sustainable energy systems through climate modeling and tailored trainings and recommendations.
- **“Strengthening Energy Sector Co-operation and Analysis in Central Asia in the Context of Afghanistan’s Energy Crisis** – The aim of this project is to support Central Asian countries to address the implications of the Afghan crisis for regional energy trade and co-operation.
- **“Promoting Women’s economic empowerment in the energy sector to advance energy security and sustainability in Central Asia”** – The main objective of the project is to support the target countries to advance women’s participation and leadership in the energy sector, with a view to ensure a successful and inclusive energy transition in the region.

Upon funds availability, the JPO may also be given the possibility to initiate and lead his/her own short-term energy security project (e.g. short publication).

Transnational Threats Department (TNTD)

Transnational Threats Department (TNTD) 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 TNTD comprises a Co-ordination Cell (CC), Strategic Police Matters Unit (SPMU), Action against Terrorism Unit (ATU) and Border Security and Management Unit (BSMU).

In the Transnational Threats Department there is one JPO posting open:

- [Opening 17: TNTD - The Strategic Police Matters Unit \(SPMU\)](#)

Opening with the job description can be found below.

Opening 17: TNTD - The Strategic Police Matters Unit (SPMU)

Strategic Police Matters Unit (SPMU) of OSCE's Transnational Threats Department (TNTD) is the focal point for the OSCE's police-related work. The SPMU supports the Secretary General, the OSCE Chairpersonship, the TNTD Coordinator, participating States and field operations in two key domains. Firstly, it promotes police development and reform within the principles of democratic policing. Secondly, it provides capacity building support in countering organized crime, terrorism, trafficking in illicit drugs and human beings, and cybercrime, while upholding the rule of law and ensuring respect for human rights and fundamental freedoms.

The SPMU is composed of nine team members: Head, Deputy Head, six Police Affairs Officers and an Administrative Assistant.

The objective of this JPO assignment is to support the implementation of the SPMU mandate, with a particular focus on ensuring the delivery of programmatic activities and enhancing the visibility and communication of SPMU outputs. This will include the following outputs:

- Timely organization of substantive discussions during the annual OSCE-wide and regional meetings falling under the Unit's responsibility, in close co-operation with the Chair in Office and other OSCE Executive Structures and Secretariat Departments, including preparation of concept notes and identification of relevant speakers and contributors.
- Timely planning, implementation and reporting on extra-budgetary projects managed by the Unit, including liaising with project partners, Participating State delegations and experts, appropriate scheduling of project activities, accurate and timely reporting of project activities and budget utilization, and developing new project proposals.

- Developing, drafting and revising tools, guides, assessment reports and policy papers on matters related to the SPMU mandate, including preparing terms of reference for experts, reviewing materials submitted by experts, and liaising with internal and external stakeholders to gather appropriate input and approvals.
- Implementing the activities foreseen under the SPMU Communications Plan 2024-2025, including identifying how to most effectively communicate the outcomes of SPMU activities, formulating key messages regarding the main unit portfolios, selecting appropriate events to showcase SPMU work and approaches, and proposing updates and revisions to the plan, as required.
- Preparing timely and relevant input for the engagements of high-level OSCE officials, including shaping key messages, identifying relevant examples and successes, and providing necessary background and context.

Under the supervision of the Deputy Head of SPMU, Adviser on Cybercrime the Junior Professional Officer – Cyber Crime (JPO) will responsible for the following tasks:

1. Assisting in implementation of the SPMU workplan, including supporting the planning and organisation of the major annual OSCE-wide and regional events;
2. Assisting in implementation of extra-budgetary projects on police-related matters under the responsibility of the unit, including supporting development of project proposals, engaging with donors and beneficiaries, preparing project activities, and liaising with internal and external partners;
3. Assisting in preparation of tools, guides, assessment reports and policy papers on police-related matters to support and inform programmatic activities;

4. Assisting in enhancing the visibility and communication of unit activities and outputs by supporting implementation of the SPMU Communications Plan 2024-2025;
5. Assisting in preparing input to support the engagements and activities of the CiO, SG and Co/TNT on police related matters;
6. Performing other duties as requested.

Department of Management and Finance (DMF)

Department of Management and Finance (DMF) is responsible for managing the material and financial resources of the Organization. The objective of DMF is to provide efficient and effective management of non-staff resources in support of OSCE programmatic activities. It provides policy guidance on the management of OSCE financial and material resources and develops and maintains OSCE Financial Regulations and Rules and Financial Administrative Instructions. DMF consists of Budget and Finance Services, Mission Support Section, Information and Communication Technology Section and the Risk Management, Compliance and Information Security Unit.

In the Department of Management and Finance there are two JPO positions open:

- [Opening 18: DMF - Risk Management, Compliance and Information Security Unit](#)
- [Opening 19: DMF - Mission Support Section](#)

Both openings with job descriptions can be found below.

Opening 18: DMF - Risk Management, Compliance and Information Security Unit

Risk Management, Compliance and Information Security (RMCIS) Unit, in the Office of the Director, performs a diverse set of OSCE-wide compliance-related functions. In addition to overseeing the Organization's Risk Management Framework OSCE wide, co-ordinating the Internal Control system and Information Security, the Unit manages the Secretariat Implementing Partner (IP) portfolio, provides advise and guidance on IP management to OSCE's executive structures, OSCE-wide Data Privacy related matters, and advises senior management on related activities.

The objective of this assignment is to support the Risk Management, Compliance and Information Security (RMCIS) Unit with its wide portfolio and specifically the areas which are understaffed: Risk Management, Internal Control and Data Privacy. The JPO will be involved in risk management related projects and activities, including the implementation of new enterprise risk management and internal control framework, the JPO will have to support the RMCIS Unit with internal control related assignments, such as mandatory internal control walkthrough exercise, that is conducted OSCE wide and analyzing data for annual internal control report. In the data privacy area, JPO will be asked to support with the implementation of OSCE's administrative instruction on personal data protection and EU pillar assessment recommendations related to data privacy.

Under the supervision of the Chief, Risk Management, Compliance and Information Security Unit, the Junior Professional Officer – Risk Management, Compliance and Information Security (JPO) will execute the following duties and responsibilities:

1. Supporting to co-ordinate and execute internal control activities throughout OSCE, including the Internal Control Walkthrough exercise;
2. Supporting to analyse various internal control reports and transactions for the bi-annual report on Internal Controls;
3. Supporting to co-ordinate administrative risk management activities throughout OSCE;
4. Follow-up and support DMF on the implementation of the recommendations made by the Office of Internal Oversight (OIO), External Auditor and the Audit Committee (AC);
5. Supporting to develop a methodology to follow when carrying out a Data Privacy Impact Assessment (DPIA), assessing and defining risk mitigation measures, reviewing DPIA conclusions and making recommendations; requesting and commissioning DPIA in co-ordination with Chief, Risk Management, Compliance and Information Security Unit, when required and providing advice to the data controllers and processors on the methodology;
6. Supporting to benchmark against best data protection practices and information classification levels in other International Organizations in order to develop business processes and guidelines including templates and co-ordinate the consultation process;
7. Performing other related duties as assigned.

Opening 19: DMF - Mission Support Section

Mission Support Section (MSS) provides the working framework for OSCE's procurement and contracting needs, as well as assets, logistics, transport, travel and facilities management activities. It also acts as the policy development and co-ordination point for resource administration in the OSCE's Executive Structures in relation to these activities, including providing assistance and technical training programmes.

The Junior Professional Officer will join the Procurement and Contracting unit, where they will play a vital role in delivering comprehensive support and guidance on procurement matters and procedures. This support extends to all OSCE staff and encompasses the procurement of necessary goods and services for both the OSCE Secretariat and OSCE field operations. These activities will be carried out in strict adherence to the OSCE Financial Regulations and Rules, established procurement policies and procedures, as well as relevant administrative instructions.

Under the supervision of the Chief, Procurement and Contracting Unit (C/PCU) the Junior Professional Officer - Procurement (JPO) will execute the following duties and responsibilities:

1. Planning, developing and managing all procurement aspects of procurement projects assigned to them and related to worldwide procurement of diverse services and commodities (e.g., vehicles, trainings, security services, courier services, office supplies, construction, furniture, etc.) taking into account local economic and other conditions. Establish close working relationship with business units to ensure that the Organization achieves best value for money;

2. Advising Programme Managers (PMs), requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle;
3. Reviewing procurement requests to ensure specifications and Terms of Reference (TORs) are generic, complete and comprehensive, and seek clarifications if required. Liaise with PMs on outstanding issues and provide feedback on progress made in the procurement process;
4. Preparing preparation and distribution of invitations to tender and manage/conduct all aspects of bid/proposal evaluations. Ensure that tender evaluation criteria are adequate and established prior to the release of the tender. Review technical evaluation reports for completeness and compliance with the pre-established evaluation criteria. Perform financial evaluations based on the principle of best value for money;
5. Preparing submissions to the Materials Management Committees for review and subsequent approval;
6. Contributing to the review of procurement plans assist specific business units with the establishment and update of their annual procurements plans, and the calculation of realistic lead times;
7. Assuming the Contract Administration function and ensure effective hand over of major Corporate Window Contract (CWC) for the OSCE Secretariat;
8. Supporting period closure activities, with reconciliation of all open transactions under the guidance of the supervisor;
9. Contributing and assist in tasks execution related to closure of the remaining open audit recommendations;
10. Providing advice and guidance to Executive Structures on the interpretation and application of the established procurement policies and procedures;

11. Ensure preparation of detailed and accurate documentation file and perform effective handover of the entire assigned portfolio prior to departure;
12. Other tasks as assigned by the supervisor.

Department of Human Resources (DHR)

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.

In the Department of Human Resources there is one posting:

- [Opening 20: DHR- Talent Acquisition](#)

Opening 20: DHR- Talent Acquisition

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.

The Junior Professional Officer-Talent Acquisition (JPO) will execute the following duties and responsibilities:

1. Analysing talent acquisition procedures and processes across the organization, to identify areas for improvement and derive action plans for the implementation of optimized solutions;
2. Proactively support the development and implementation of impactful talent acquisition measures that focus on an inclusive candidate experience;
3. Continuously track and analyse the impact of changes in talent acquisition processes and practices to ensure a smooth transition to new procedures and practices, including the production of guidelines;
4. Establishing and supporting Communities of Practice (CoPs) across the organization on outreach efforts with an emphasis on diversity and inclusion, while encouraging knowledge sharing and collaboration among relevant stakeholders;
5. Proactively supporting the development and implementation of impactful talent acquisition with a view of enhancing the candidate experience;
6. Creating and maintaining Guidelines, Infographics and/or Standard Operational Procedures (SOPs) for internal distribution and ensuring that

SOPs are comprehensive and up-to-date, serving as a reference guide for talent acquisition processes.

Office of Internal Oversight (OIO)

Office of Internal Oversight (OIO) is part of the OSCE Secretariat in Vienna, Austria. 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.

In the Office of Internal Oversight there are three JPO postings open:

- [Opening 21: OIO - Investigation Section](#)
- [Opening 22: OIO - Evaluation Section](#)
- [Opening 23: OIO – Internal Audit](#)

All openings with job descriptions can be found below.

Opening 21: OIO - Investigation Section

Investigation Section of OIO independently assesses and, as appropriate, investigates indications/allegations of potential misconduct, malfeasance, waste of resources, or other violations of the OSCE's Regulatory Framework. As a result, OIO prepares reports on such situations for the attention of the OSCE Secretary General and relevant Heads of Missions/Institutions which may be used as a basis for evidence-based accountability mechanisms. In an appraisal and advisory capacity, the investigation section of OIO also participates in the protection of the OSCE against fraud through recommendations aimed at strengthening prevention, detection and deterrence at all levels in the Organization.

Under the supervision and guidance of the Senior Investigator the Junior Professional Officer – Investigator (JPO) will execute the following duties and responsibility;

To support the assessment of incoming indications or allegations for referral to investigation and the investigation of cases of alleged misconduct, malfeasance, waste of resources, or other violations of the Organization's Regulatory Framework in accordance with OSCE applicable instructions, policies and practices regarding investigations. Specific tasks involve carrying out diligences aimed at assessing whether allegations are substantiated and also involve planning, organizing, conducting, and reporting on investigations. This includes obtaining and analyzing evidence and conducting interviews; as well as drafting and finalizing reports and communications. The JPO will also support the Office of Internal Oversight's counter-fraud activities by assessing the potential for fraud and other violations in selected executive structures, processes, programmes and projects and by delivering trainings and other briefings on fraud/misconduct related subjects, as needed.

1. Assessing incoming indications or allegations to determine whether they are substantiated and represent a prima facie case of misconduct, and provide 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. Assists in developing and performing fraud risk assessments to identify vulnerable areas including the development of strategies for fraud prevention and detection. Acts as a resource and provides guidance to non-investigative OIO staff members when required. Provides 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;
 - Follow 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. Performs other related duties and assignments as required.

Opening 22: OIO - Evaluation Section

Evaluation Section is part of the Office of Internal Oversight (OIO) within the OSCE Secretariat, in Vienna, Austria. OIO is responsible for planning, organizing and carrying out audits, evaluations and management reviews of the Organization's activities including field operations in order to determine the adequacy of risk management, governance and internal control, to ensure compliance with the regulatory framework, and to enhance the efficiency and effectiveness of operations, and to contribute to organizational learning and development. The Evaluation Section aims to enhance the performance, efficiency and effectiveness of OSCE's operations by conducting independent evaluations and promoting a culture of evaluation in the organization. In the OSCE, evaluation has three functions: to contribute to decision-making processes, to enhance learning and organizational development, and to ensure accountability for results. The Evaluation Section consists of one Head and three staff members. The JPO will be an integral part of the Evaluation Section, contributing to both Independent Evaluations and Evaluation capacity development.

Under the supervision and guidance of a Senior Evaluator the Junior Professional Officer – Evaluation (JPO) will execute the following duties and responsibilities:

1. Assisting with the organization and preparation of evaluation-related meetings, conferences, trainings and workshops;
2. Assisting with the collection of data and analysis for Independent Evaluations (including drafting survey and interview questions, conducting interviews and surveys, taking notes, conducting portfolio and data analysis, etc.);
3. Contributing to writing Terms of References, Inception Reports, Evaluation reports and quality assurance of evaluation deliverables;

4. Preparing presentations and other evaluation knowledge products;
5. Assisting with the management of the Evaluation Network and SharePoint;
6. Assisting with monitoring and reporting on the implementation of OSCEs evaluation policy.

Opening 23: OIO - Internal Audit

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 (and potentially Splash BI), and participating in the section's regular activities (e.g., internal audits/reviews).

The Junior Professional Officer – Auditor (JPO) execute the following duties and responsibilities:

1. Contributing to the development of data analytics tools based on Microsoft 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.

The objective is to strengthen control processes through tailored and impactful data visualizations, that can easily translate into meaningful reports for key stakeholders.

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. Participating in activities focused on the assessment of governance, risk management, internal control processes within audited entities, including in the areas of compliance and efficiency.
4. Taking part in other Duties and Assignments relating to Internal Audit, or to other areas of work within the Office (such as supporting Evaluation or Investigation activities).
5. Performing other related duties and assignments as required.

"Let's work together to build a future of security and cooperation, in alignment with OSCE's mission to promote peace and stability among our participating states. At OSCE, we value diversity and unity, where every voice contributes to a safer world. We're eager to have you join us in contributing to our mission. Your role as a JPO will play a vital part in achieving our goals and making a positive impact on the world."

Paolo Bernasconi, Director of Human Resources, OSCE

