



Organization for Security and Co-operation in Europe

The Secretariat

Department of Human Resources

Vienna, 12 February 2018

To: All OSCE Delegations in Vienna

SUBJECT: RE-ISSUANCE OF A VACANCY NOTICE IN THE OSCE MISSION TO SKOPJE

A vacancy notice was distributed for the following position:

Head of Public Safety and Community Outreach Department

1 position

Upon request of the Mission, please find attached the re-issuance of the vacancy notice.

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Unit/Department of Human Resources, in the Secretariat. Please note that the deadline date for submission of applications is 12 March 2018.

The nomination of qualified female candidates for this senior management position is strongly encouraged.

The vacancy notice can also be found on the OSCE website (<https://jobs.osce.org/vacancies>).



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSKPS00516
Vacancy Type: International Seconded
Field of Expertise: GENERAL STAFF/MONITORING
Functional Level (LoPC): SENIOR MANAGEMENT
Post Title: HEAD OF PUBLIC SAFETY AND COMMUNITY OUTREACH DEPARTMENT
OSCE Mission/Institution: OSCE Mission to Skopje
Duty Station: Skopje
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 12-Feb-2018
Deadline for Application: 12-Mar-2018

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- Excellent physical condition
- Possession of a valid automobile driving license and ability to drive using manual transmission
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- Demonstrable organizational skills
- Proven ability to communicate effectively, both orally and in writing
- Demonstrable interpersonal skills and documented experience in negotiations
- Depending on the field activity's mandate, significant prior experience in relevant fields such as international customs practices and procedures, law enforcement, and military observations and arms control may also be required
- Negotiating experience, preferably in the area of monitoring operations and/or related activities

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Second-level degree/certified training course in relevant field. Second-level degree in a management discipline an asset

Experience:

Minimum 10 years relevant, diversified and progressively responsible professional experience including at least 5 years at the management level relevant to the actual position

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Second-level degree in political sciences, social sciences, international relations, public policy, law or police academy;
- Previous work experience in an international environment or within field missions;
- Strong managerial, diplomatic and organizational skills;
- Experience with capacity building of institutions, field work and monitoring, security, early warning mechanisms and law enforcement training;
- Experience in managing a large variety of staff, including senior international mission members and national professional officers with different fields of expertise;
- Demonstrated ability and willingness to lead and work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Cultural sensitivity and sound judgment, highest professional and ethical standards;
- Flexibility and ability to work under pressure and with limited time frames;
- Professional fluency in the English language, both oral and written;
- Ability to operate windows applications, including word processing and e-mail.

Desirable:

- Knowledge of the local language or most common lingua franca spoken in the Mission area.

Tasks and Responsibilities

Under the direction of the Head of Mission (HoM) and the Deputy Head of Mission (D/HoM), and in close co-operation with the Chiefs of Units within the Department, the Head of Public Safety and Community Outreach Department (PSCOD) will be:

1. Having overall responsibility for the PSCOD, including its two Units: Police Development Unit and Monitoring Unit (in total 40+ staff), in relation to all aspects of management, programming, staffing and administration;
2. Leading the development and implementation of all PSCOD policies, strategies and methodologies and oversees annual and strategic planning, including budgets;
3. Supervising and providing policy guidance in all areas of intervention of Public Safety and Community Outreach related issues, with special attention to the relation with Ministry of Internal Affairs and other government institutions, local authorities and civil society interlocutors, and general public at local and central level;
4. Overseeing and prioritizing field tasks, identifying and analyzing trends in the Department's issues and developing strategic plans to ensure that all activities are in line with and contributing to the fulfillment of the Mission's mandate;
5. Co-ordinating project activity with the Head of the Human Dimension Department in areas in which both Departments are engaged and co-ordinating and communicating with other Mission units as necessary;
6. Is responsible for the overall supervision and clearance of reporting, publications and public outreach; representing the Department, delivering speeches, attending conferences and giving presentations on Mission's activities;
7. Is responsible for the overall supervision and clearance of reporting, publications and public outreach; representing the Department, delivering speeches, attending conferences and giving presentations on Mission's activities;
8. Liaising with the OSCE Institutions and the Secretariat's specialized offices/units in all matters of relevance for the Department;
9. Liaising with senior government officials, international organizations, the diplomatic community, NGOs, and other Mission departments on all matters falling under the competencies of the Department;
10. Overseeing the coordination and approval of Department's internal training programs, seminars and projects;
11. Performing other tasks as assigned.

For more detailed information on the work of OSCE Mission to Skopje, please see www.osce.org/skopje

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and social backgrounds. Please note that nationals or permanent residents of the country of the duty station are not eligible to apply

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.