

Vienna Office

All Permanent Representations to the OSCE

Vienna

Note Verbale

The OSCE Parliamentary Assembly (OSCE PA) presents its compliments to the Permanent Delegations and Missions to the OSCE and has the honor to herewith distribute the following Vacancy Notice for the position of Chief Diplomatic Advisor at the OSCE Parliamentary Assembly.

The OSCE Parliamentary Assembly avails itself of this opportunity to renew the assurances of its highest consideration to all Permanent Delegations to the OSCE.



Vienna, 9 September 2019

Annex: Vacancy Notice Chief Diplomatic Advisor

OSCE PA Headquarters

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Vienna Office

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Vacancy Notice Number:	OSCE PA VLO/CPH 2019/2
Vacancy Type:	Contracted
Field of Expertise:	Multilateral Diplomacy
Post Title:	Chief Diplomatic Advisor
Duty Station:	Vienna Liaison Office, Vienna, Austria
No. of Positions:	1
Date of Entry on Duty:	01-Dec-2019
Vacancy Notice Issue Date:	09-Sep-2019
Deadline for Application:	07-Oct-2019

Background

The OSCE Parliamentary Assembly is the parliamentary dimension of the Organization for Security and Co-operation in Europe, whose 57 participating States span the geographic area from Vancouver to Vladivostok. The primary task of the 323-member Assembly is to facilitate inter-parliamentary dialogue, an important aspect of the overall effort to meet the challenges of democracy throughout the OSCE area.

The Parliamentary Assembly of the OSCE is recruiting a Chief Diplomatic Advisor to join the Vienna Liaison Office from 1 December 2019. The Chief Diplomatic Advisor will primarily assist the Secretary General and the Special Representative /Head of the Vienna Liaison Office (VLO) in ensuring close and effective coordination with OSCE rotating Chairmanships, the Troika, the Permanent Council as well as OSCE participating States, Partners for Cooperation and other International Partners and Organizations.

Tasks and Responsibilities

Under the general guidance of the Special Representative / Head of the VLO and the overall leadership of the Secretary General, the Chief Diplomatic Advisor will primarily assist with the following activities:

- Entertaining operational contacts and coordination with rotating OSCE Chairmanships and the OSCE Troika;

- Representing the VLO at the Permanent Council, the Forum for Security Cooperation, the Preparatory Committee as well as at other OSCE bodies institutions and structures and meetings;
- Assisting raise policy-oriented awareness of OSCE PA's acquis contained in its Annual Declarations and Resolutions on regional and thematic priorities for the Organization;
- Maintaining close coordination with OSCE participating States, the OSCE Permanent Council Secretariat, as well as other OSCE bodies and Vienna based International Organizations and civil society representatives with a view to raising awareness of OSCE PA's work and operational activities;
- Evaluating means to maximize the effectiveness of OSCE PA's external cooperation activities;
- Advising the OSCE PA on how to best reflect the work of the OSCE Permanent Council, the Forum for Security Cooperation as well as that of other OSCE bodies in OSCE PA's policy and programmatic activities;
- Representing the Special Representative / Head of the VLO in relation to external events and internal functions, as required;
- Performing other duties as assigned.

Necessary Qualifications

- University degree in political science, law, international relations or related field;
- A minimum of fifteen (15) years of progressively responsible professional experience in national parliaments/legislatures, governments or national administrations, at least ten (10) years of which at the international level;
- A minimum of ten (10) years of experience in multilateral diplomacy;
- Excellent knowledge of the OSCE, including its functioning and areas of activity;
- Excellent knowledge of international politics, national security and the politico-military aspects of security;
- Ability to effectively coordinate with relevant internal and external actors and partners;
- Demonstrated gender awareness and sensitivity;
- Professional fluency in English and German and at least another official OSCE language, knowledge of Russian would be an asset.

Remuneration Package:

Monthly remuneration subject to social security deductions will be commensurate with experience and qualifications and will include possibility of participation in the medical insurance scheme and pension/Provident fund plan.

If you wish to apply for this position, please send your curriculum vitae and cover letter to vacancy@oscepa.dk, stating “OSCE PA VLO/CPH 2019/2 Chief Diplomatic Advisor” in the subject of the email.

The OSCEPA retains the discretion to re-advertise the vacancy, to cancel the recruitment or to offer an appointment with a modified job description or for a different duration.

Note that vacancies in the OSCE PA are open only to nationals of the 57 participation States, please see: www.osce.org/participating-states.

The OSCEPA values diversity and is committed to equal opportunities. The OSCE PA welcomes applicants regardless of gender, ethnic origin, religious beliefs, disability, sexual orientation.

Only shortlisted applicants will be contacted.