



Secondment as

Head of Reporting and Political Analysis Unit OSCE Special Monitoring Mission Ukraine

within the framework of the co-operation between the Swiss Federal Department of Foreign Affairs and the OSCE.

The OSCE Special Monitoring Mission to Ukraine (SMM) is an unarmed, civilian mission, present on the ground 24/7 throughout Ukraine. Its main tasks are to observe and report in an impartial and objective way on the situation in Ukraine; and to facilitate dialogue among all parties to the crisis. The Mission contributes to reducing tensions and to fostering peace, stability and security. The Mission engages with authorities at all levels, as well as civil society, ethnic and religious groups and local communities. The Mission gathers information and reports on the security situation; and establishes and reports facts in response to specific incidents, including those concerning alleged violations of fundamental OSCE principles. The Mission currently foresees around 1,500 mission members and budgetary resources of about EUR 100 million.

For additional information about the mission, please see: <https://www.osce.org/special-monitoring-mission-to-ukraine>.

Tasks and Responsibilities:

Under the direct supervision of the Deputy Chief Monitor (DCM), the Head of Reporting and Political Analysis Unit is responsible for performing the following tasks:

- Managing the Reporting and Political Analysis Unit, including supervision of staff (22 international Mission members and three national Mission members) and provision of overall direction and guidance on reporting and political analysis;
- Supervising the preparation of all regular and other reports of the Mission to inform the OSCE Chairperson-in-Office, participating States, Institutions and the Secretariat;
- Supervising and co-ordinating the preparation of all briefing notes and talking points for the Chief Monitor/Deputy Chief Monitors' meetings, including the Working Group on Security Issues;
- Reviewing and clearing documents for external distribution before submission to the CM/DCMs for final approval;
- Assisting the CM/DCMs in the preparation of internal documents and operational instructions in close co-ordination with other units;
- Assisting the CM/DCMs in preparing official responses to issues of political importance for the Mission;
- Assisting the CM/DCMs and the Operations Unit in ensuring that the outputs of monitoring are in line with the mandate and serving the purposes of the Mission's overall reporting and political analysis;
- Overseeing data and trends analysis, in coordination with the Operations Unit, to provide products for internal and external audiences;
- Supervising the analysis of the political situation and developments in the Mission area and advising the Chief Monitor (CM) and DCMs accordingly;
- Drafting and reviewing articles, answers to interviews and speeches for the CM/DCMs; working closely with the Press and Public Information Unit to ensure that final drafts are formulated with the Mission's terminology and incorporate accurate, clear and politically strategic messages;
- With the DCM as Focal Point, serving as Early Warning Coordinator for the Mission's internal Early Warning system;
- Fostering good co-operation and information flow with all other units, as well as the OSCE Conflict Prevention Centre;
- Performing other duties and assignments as required.

Qualification and Experience

Mandatory:

- A second-level university degree in international studies, public policy, political science or law or related fields; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree
- **Minimum 10 years relevant, diversified and progressively responsible professional experience including at least 5 years at the management level relevant to the actual position**
- Significant prior professional experience in relevant fields such as political and security issues, human rights, or related field, preferably in an international environment or within operational missions;
- Significant experience in political reporting and sound analytical skills;
- Proven experience in managing and supervising large teams;
- Excellent management skills, including practice in personnel and budget management;
- Professional fluency in the English language with the ability to analyse and communicate clearly and concisely and with excellent writing skills as well as the ability to edit the work of others on tight deadlines;
- Strong advisory, organizational, and communication skills and ability to work to deadlines;
- Ability to delegate constructively, take on extra duties when appropriate, and multi-task as necessary;
- Strong attention to detail;
- Ability to work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others ideas and expertise and is willing to learn from others;
- Proven resilience in coping with high stress environments and willingness to work extra hours; ability to show persistence when faced with difficult problems or challenges and remains calm in stressful situations;
- Demonstrated commitment to gender equality objectives as well as the responsibility to integrate gender perspective into political analysis and reporting tasks and activities;
- Demonstrated ability and willingness to lead a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Ability to develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently;
- Ability to operate Windows applications, including word processing and e-mail.

Desirable:

- Working knowledge of Ukrainian and/or Russian language(s);
- Experience in the monitoring of ceasefire regimes and/or identification of weapons systems;
- Experience in working in Eastern Europe;

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:

- Diplomatic experience or experience working in political affairs with international organizations or governments
- Experience in preparing analytical reports
- Excellent communication and drafting skills
- Knowledge of regional political history and developments
- Diplomatic and negotiating skills
- Some knowledge of the OSCE principles and commitments

The requirements for Swiss candidates include:

- Physical and mental fitness to work and in an environment with limited infrastructure (Assignments are subject to successfully meeting the medical standards);
- Passive fluency in two Swiss national languages;
- CH-citizenship (Applications from persons with dual citizenship with country of assignment cannot be considered.)

Duty station in Ukraine:	Kyiv
Family:	The duty station is currently designated as a non-family duty station. The currently prevailing working conditions in the duty station may include working with extended hours of service, and possibly curtailed freedom of movement
Start of assignment:	On appointment
Duration of contract:	The assignment of the selected candidates will be until 31 Mai, subject to extension in line with the extension of the mission.
Deadline for applications	At the latest on 26 Mai 2021; (The deadline for application in the OSCE advertisement is the nomination deadline for the participating states – 1 June 2021).

For further information, please contact:

- Mr Stefan Indermühle, Coordinator (stefan.indermuehle@eda.admin.ch, +41 58 46 23552) for questions related to the mission or
- Ms Janine Misteli, Recruitment Officer (janine.misteli@eda.admin.ch, + 41 58 46 26339) for questions on requirements and on the selection process.

Assignment:

The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding Section. All seconded experts to the OSCE receive a contract from the Federal Department of Foreign Affairs for the duration of their deployment (<https://www.admin.ch/opc/de/classified-compilation/20042290/index.html>).

How to apply:

Candidates interested in this job position are requested to apply online using the application form to be found under the link: <https://jobs.osce.org/vacancies/head-reporting-and-political-analysis-unit-vnsmus01197-0>. The online application system will forward applications directly to the respective authorities in your country of nationality.

The motivation part of the application is addressed to the OSCE and contains your assessment of the job position and what you may contribute. Please be aware, the online-application is the only source for the decision to longlist or shortlist a candidate. Learn more about the OSCE recruitment process here: <https://jobs.osce.org/>

The Swiss Expert Pool for Civilian Peacebuilding will examine the personal profiles and the job descriptions to ensure that proposed candidates meet the listed criteria. The candidates considered to be the most suitable will be short-listed and interviewed by OSCE before a final selection is made.

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¹ Swiss Expert Pool for Civilian Peacebuilding

The deployment of civilian experts within the scope of Switzerland's policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).