



Secondment as

Deputy Reporting and Political Analysis Co-ordinator - Monitoring Team 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 supervision of the Monitoring Team (MT) Reporting and Political Analysis Co-ordinator, and overall guidance of the Deputy Team Leader, as **Deputy MT Reporting and Political Analysis Co-ordinator**, you will perform the following duties:

- Assisting the MT Reporting and Political Analysis Co-ordinator in managing the work of the staff of the Monitoring Teams Reporting and Political Analysis Cell (RPC);
- Analysing data to ensure the consistency, accuracy, objectivity, impartiality and timeliness of reports;
- Advising team leadership on all reporting tasks and available resources to achieve the mission mandate;
- As requested providing assistance in managing and maintaining the standards and editorial policy for all staff of the MT including quality control and the timely submission of reports;
- Administering the management of records;
- Integrating the reporting cycle with the SMM internal planning cycle in their MT in accordance with procedure;
- Constantly monitoring and evaluating all aspects of RPC activities;
- Reporting on political developments to advise the team leadership;
- Participating in the management of critical incidents including Post-Incident Procedure;
- Overseeing and drafting regular and analytical reports, talking points, briefing materials and trend reports as required;
- Co-ordinating and supporting for the development and delivery of trainings to build capacity in all areas of in the MT;
- Integrating gender perspective in all activities and products produced by the reporting and political analysis cell;
- Participating in patrols and meetings as required;
- Reporting on and highlighting Early Warning Indicators on behalf of MT;
- Performing other duties as required.

Qualification and Experience

Mandatory:

- First-level university degree in political and/or social sciences, international studies, journalism, public policy, law or similar related fields or in lieu graduate from Police or Military academy or similar related professional experience in a relevant field;
- **Minimum six years of diversified relevant and progressively responsible experience or experience in a relevant field or specialized subject area;**
- Demonstrable professional experience of managing reporting tasks;
- Proven experience of working in a demanding and constantly changing operational environment;
- Experience in supervising and leading staff in an international, multicultural organisation;
- Flexibility and ability to work within limited time frames and with minimum supervision;
- Professional fluency in the English language, including proven ability to communicate effectively and professional writing skills;
- Well-developed management, negotiation, communication, organizational, interpersonal and leadership skills;
- Demonstrated conflict sensitivity, including an ability to apply conflict sensitivity principles into reporting;
- Ability to establish priorities and to plan, organize, co-ordinate and monitor the work of a number of staff in multi-disciplined activities and as appropriate provide advice and guidance to others;
- Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into reporting tasks and activities;
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and different professional experiences, diverse political views, while maintaining impartiality and objectivity;
- Professional ability to operate Windows applications, including word processing and e-mail;
- Ability to read and utilize maps.

Desirable:

- Working knowledge of Ukrainian and/or Russian language(s);
- 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:

- 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

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:	Luhansk
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 – 2 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/deputy-monitoring-team-reporting-and-political-analysis-co-ordinator-vnsmus01201>. 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.

1

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).