



Ausschreibung: Temporary Policy Support Officer, Eastern Europe Desk, CPC Policy Support Service

Das Zentrum für Internationale Friedenseinsätze sucht aktuell einen Temporary Policy Support Officer, Eastern Europe Desk, CPC Policy Support Service für das OSZE-Sekretariat in Wien. Die Stelle soll für 6 Monate besetzt werden. Wir freuen uns auf Ihre Bewerbung (Motivationsschreiben und CV auf Englisch) bis zum 05.10.2021 an l.hornetz@zif-berlin.org.

Hier finden Sie alle weiteren Informationen zur Stelle:

Job Title: **Temporary Policy Support Officer, Eastern Europe Desk, CPC Policy Support Service**

Tasks and Responsibilities

The incumbent will be a member of the Eastern Europe Desk. Under the direct supervision of the Senior Policy Support Officer and the general guidance of the Deputy Director for Policy Support Service, the Policy Support Officer (Eastern Europe Desk):

1. Monitors and analyses developments in the region, focused in particular on Ukraine;
2. Monitors the implementation of the mandates assigned to the OSCE field operations in the Eastern Europe region;
3. Follows-up to ensure timely flow of information among the field operations, the Chairperson-in-Office, the Delegations and the Secretariat; interacts with the delegations of the Advisory Committee on Management and Finance Organization for Security and Co-operation in Europe (ACMF), the Preparatory Committee, the Permanent Council and other relevant committees;
4. Contributes to research on selected political topics related to implementation of the mandates of assigned field operations, drafts background papers and reports, compiles briefing material;
5. Attends meetings and writes summaries, notes and reports for internal distribution;
6. Prepares visits of the Chairmanship and senior OSCE officials to the field operation area; accompanies high-level visits to the region and drafts reports on these visits upon request;
7. Prepares in-house briefings, publications and other material;
8. In co-operation with the Programming and Evaluation Support Unit, reviews extra-budgetary projects from field operations to ensure that these are in line with the relevant mandate; proposes editorial changes and further action, as necessary;
9. Performs other delegated tasks and related duties, such as participating in CPC-related events.

Background

The 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.

The OSCE Secretariat in Vienna assists the Chairmanship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The 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 Chairmanship, 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.

The Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the SG and the Chairmanship 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 Chairmanship 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 is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the South Caucasus and Central Asia.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>