

Employment opportunities that make a difference and create a lasting impact

With 57 participating States in North America, Europe and Asia, the OSCE is the world's largest regional security organization, working to ensure peace, democracy and stability for more than a billion people. The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. In addition to work in these programmatic areas, opportunities exist in other fields such as administration, finance, human resources, project management and information technology. Close to 3,500 people work for the OSCE in more than 20 different duty stations.

Types of Employment

Fields of expertise

Positions are available in the following areas of work:

- Administration and support (including finance, transportation, supply and logistics, IT, human resources, audit, security, conference and language services)
- Civilian police
- Democratization
- Economic and environmental affairs
- Education
- Elections
- General staff/monitoring functions
- Human rights (including combating trafficking in human beings & gender issues)
- Media affairs
- Military affairs (including anti-terrorism, arms control & border management)
- Political affairs
- Rule of law

Seconded Positions

The majority of all international positions in OSCE field operations are filled by secondment: individuals are nominated by their respective OSCE participating State. Secondments are generally for an initial period of twelve months, with possibility of extension. The OSCE pays a board and lodging allowance to cover living expenses for positions located in a field duty station.

Levels of professional competency:

- Heads and Deputy Heads of Mission
- Senior Management (e.g. Heads of Departments)
- Middle Management (e.g. Section Chiefs, Team Leaders)
- Senior professional
- Professional

A number of positions at the Secretariat and Institutions are also filled by secondment. For these posts, all costs (both salary and living expenses) must be borne by the seconding authority. Vacancy notices for seconded positions are published on the OSCE website.



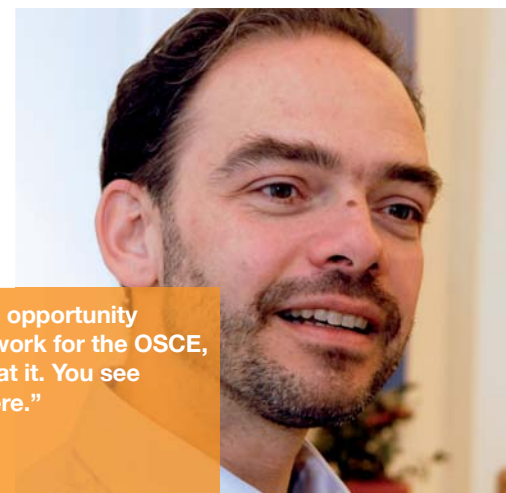
“Part of the job is bringing people together who would otherwise not meet and building networks of trust.”

Reinhard Uhrig, Deputy Head/
Programme Co-ordinator, Action
against Terrorism Unit, OSCE
Secretariat



“I joined the OSCE because I felt this was a great opportunity to be part of a meaningful vision to strengthen democracies, promote women’s rights and improve people’s lives.”

Ajla van Heel, Gender Adviser,
OSCE Office for Democratic
Institutions and Human Rights



“When an opportunity arose to work for the OSCE, I jumped at it. You see results here.”

Frane Maroevic, Senior Adviser,
OSCE Representative on
Freedom of the Media

Contracted Positions

Applicants for positions at the **Professional (P)** and **Director (D)** category are required to have a university degree and several years of experience at national and/or international level in a relevant field of expertise. Post-graduate specialization and management experience is necessary for a number of senior positions. Applicants for positions in the **National Professional (NP)** category in the field operations are required to have a university degree and the relevant number of years of working experience. Applicants for positions in the **General Service (GS)** category are required to have a good level of completed secondary education, supplementary courses related to the functions of the position and the relevant number of years of working experience.

Junior Professional Officer Programme

The OSCE's Junior Professional Officer (JPO) programme offers young professionals, below the age of 30 who have recently completed their university degrees, the opportunity to gain a comprehensive overview of the Organization. The programme has two intakes per year, with six placements for a total period of nine months. Vacancy notices for this programme are issued twice a year on the OSCE website. Interested applicants are encouraged to apply through their respective national authorities by completing the online application form.

Internships

Since 2008, about 40 interns per year have been recruited for placements with different sections/units in the OSCE Secretariat in Vienna and Prague. Interns are also accepted by the OSCE Institutions and some field operations to support their activities. Interested young professionals who have recently completed university degrees are encouraged to apply against internship vacancy notices published on the OSCE website.

Consultants

The OSCE recruits consultants to provide advisory services and expert assistance on a short-term and ad-hoc basis to complement the work of regular staff members or for specific projects. Interested experts are encouraged to apply for specific consultancy vacancy notices published on the OSCE website or email a completed offline application form to recruitment@osce.org to be considered for the OSCE Roster of Consultants.

Short-term Assignments

The OSCE offers short-term positions on an ad-hoc basis. More information is available on the OSCE website.

Interested? How to apply:

Vacancy notices are issued for employment opportunities on the OSCE website under: www.osce.org/employment/vacancies where the online application form is also available. Applicants for all types of employment are expected to have proficiency in the English language. Knowledge of other OSCE working languages is an asset. As the OSCE is committed to achieving a better balance of women and men within the Organization, applications from female candidates are particularly encouraged. The OSCE is a non-career organization committed to the principle of staff rotation. Certain limitations exist on the periods of service for professional staff in a given post. The total period of service with the OSCE may not exceed ten years.

Recruitment and Selection Process

Recruitment staff, in co-operation with the hiring department, review all applications received and draw up a short list of 4-5 qualified candidates to be invited for interview. Applicants will be contacted only if invited for interview. Interviews are conducted either in person or by telephone/video with a panel of 3-4 board members from various departments of the OSCE. For the majority of positions, a written test with questions specific to the position will also be administered. Selection is made after the interview and test. Candidates interviewed will normally be advised of the outcome of the selection process after a period of three weeks.



"I like the idea of being part of an Organization that works to improve the institutions of my own country, as well as across the region."

Radmila Todosijevic, National Project Co-ordination Officer, OSCE Mission to Serbia



"It is exciting to work for an Organization that offers training to increase the knowledge and develop the skills of its staff members."

Ozodmekhr Aynulloev, Payroll Assistant, OSCE Secretariat

For further inquiries please contact:

OSCE Secretariat
Recruitment Section
Department of Human Resources
Wallnerstrasse 6
1010 Vienna, Austria
recruitment@osce.org

OSCE Office for Democratic Institutions and Human Rights
Ul. Miodowa 10
00-251 Warsaw, Poland
recruit@odihhr.pl

OSCE High Commissioner on National Minorities
Prinsessegracht 22
2514AP The Hague, Netherlands
vacancies@hcnm.org