

Seconded Expert Qualifications and Application Process

PAE



About Secondment

The OSCE staffs some of its vacancies through a process of “secondment” whereby an expert’s interest in a vacancy must also be shared by his or her government. The decision to nominate for secondment and to deploy election observers is taken by the U.S. Department of State and is based on many factors including: field of expertise, national balance at the receiving OSCE Institution or Mission, and available funding. If a Seconded vacancy does not appear on this website, the U.S. Department of State has not authorized PAE-REACT to recruit U.S. applicants and none will be nominated.

American citizens may create an Online Application in the PAE-REACT database at any time. To apply for a specific vacancy, a vacancy number must be entered in the application’s Vacancy Number field. PAE-REACT deploys Secondees to OSCE institutions in Vienna or Warsaw or to OSCE field missions, including: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Moldova, Montenegro, Serbia, Tajikistan, Turkmenistan, and Uzbekistan.

Applicants interested in applying for non-seconded positions with the OSCE (such as contracted positions, internships, etc.) should [apply directly to the OSCE](#).

Secondment Fields of Expertise

PAE-REACT recruits American experts in a variety of fields of expertise, including: Civilian Police, Democratization, Economic and Environmental Affairs, Education, Elections, General Staff/Monitoring Functions, Human Rights, Media Affairs, Military Affairs, Political Affairs and Rule of Law. Learn more about the minimum requirements for each of the [Secondment Fields of Expertise](#).

Fields of Expertise

PAE-REACT primarily recruits experts to support OSCE initiatives the following of fields of expertise:

- **[Civilian Police](#)**: Assess, monitor, advise and mentor local civil police.
- **[Democratization](#)**: Strengthen civil society, develop political parties and promote good governance.
- **[Economic & Environmental Affairs](#)**: Identify risks to security arising from economic, social and environmental problems.
- **[Education](#)**: Develop and implement educational reform programs in collaboration with local and international players.
- **[Elections](#)**: Organize, implement, and oversee elections-related matters.

- **[General Staff/Monitoring](#)**: Monitor or support a variety of OSCE activities, including implementation of international agreements.
- **[Human Rights](#)**: Monitor, investigate and report on human rights; analyze laws and practices and intervene to address human rights violations.
- **[Media Affairs](#)**: Provide press and public information and media development services.
- **[Military Affairs](#)**: Monitor military activities and developments.
- **[Political Affairs](#)**: Analyze and report on issues relevant to the implementation of OSCE's mandate.
- **[Rule of Law](#)**: Enhance the administration of justice by promoting legal reform, legislative review and the training of judges, prosecutors, lawyers and police.

Application and Secondment Process

1. American citizens may complete an [Online Application](#) at any time.
2. To apply for a specific vacancy, you must enter the specific Vacancy Number in your Online Application. Vacancy numbers must appear in the following format: VNTAJS00072. Improperly entered Vacancy Numbers may not be recognized. PAE-REACT recommends that you save, exit and re-open your application to verify that the vacancy number was entered and saved correctly.
3. If a Seconded vacancy does not appear on this website, the position is not open to American applicants.
4. Short-listed applicants receive an e-mail from PAE-REACT outlining the terms of the assignment.
5. PAE-REACT interviews applicants, finalizes the short-list and submits online applications to OSCE.
6. The OSCE reviews applications submitted from all participating States. The OSCE conducts interviews and selects the preferred applicant, usually within 4-6 weeks of the closing of a vacancy.
7. All U.S. Secondees complete a medical exam and the U.S. Institute of Peace online training program prior to deployment. All three Tier 1 modules of the online training are mandatory; they consist of general information about the OSCE. Only the region-specific module in Tier 2 must be taken. For example, Secondees deploying to Tajikistan are required to complete the three Tier 1 modules and the Central Asia module of Tier 2. Tests may be completed in advance. A username, password and link to the tests are found on the first page of your Online Application.

Civilian Police

International civilian police work within the OSCE typically involves assessing, monitoring, advising, and mentoring the local civil police in order to ensure that law and order are maintained effectively and impartially according to democratic policing principles, and that human rights and fundamental freedoms are fully protected.

It may also involve the selection, screening and training of local police candidates. Such work seeks to reform and develop the local civil police, or to create a new police force where no police force exists.

Requirements

- Graduation from a recognized police training school;
- Regular, active police service experience;
- Very good oral and written English communication skills;
- Negotiating and interpersonal skills;
- Knowledge of International Police Standards and human rights;
- Ability to read and utilize maps;
- Ability to perform first aid;

Desirable Attributes

- Previous liaison experience with non-law enforcement organizations (e.g. local and /or national government agencies, social service bodies, non-governmental organizations);
- Knowledge of basic police radio procedures and equipment,
- Knowledge of OSCE structures, institutions and field activities,

Democratization

Depending on the focus of the field mission, democratization work may include strengthening civil society, political party development and the promotion of good governance.

Strengthening civil society may involve

- Supporting the development of community-based organizations;
- Encouraging citizen involvement, including the involvement of women;
- Supporting the building of democratic and multiethnic institutions;
- Empowering individuals, including women, to take part in the political process;
- Facilitating the establishment of local civic groups and networks;
- Encouraging the development of independent unions;
- Supporting the development of free media.

Political party development may involve

- Fostering political pluralism;
- Enhancing the capacity of parties and candidates to function effectively in a democratic political environment.

Promotion of good governance may involve

- Developing skills and improving the understanding of officials and elected candidates in the principles and practice of democratic government at the national and local level, as well as promoting transparency and accountability;
- Developing national commissions or institutions to promote human rights or national reconciliation.

Requirements

- University degree in political sciences, social sciences, international relations, public policy, law or equivalent professional experience;
- Work experience in either public administration, relevant international organizations, civic associations (including NGOs), political parties/affairs or economic and political development;
- Demonstrable organizational, communication, analytical and interpersonal skills.

Economic & Environmental Affairs

Economic and environmental work in the OSCE context focuses on ways of identifying the risks to security arising from economic, social and environmental problems and drawing the attention of relevant international institutions to the need to take appropriate measures.

Requirements

- University degree in economics, regional planning and development, environmental studies or related fields, or equivalent professional experience in such areas;
- Work experience in the fields of economics, business development, regional planning and development or environmental development and protection;
- Experience working with developing or transitional economies;
- Communication, interpersonal and analytical skills.

Desirable Attributes

- Experience in policy formulation and analysis in the fields of macro-economics, micro-economics, and/or sector or regional planning and development;
- Experience in project analysis.

Education

Education work aims at developing and implementing educational reform programs in collaboration with local and international players. It involves policy formulation, strategy development, planning and reporting in the target areas of: education access and non-discrimination, educational financing and management, reform of education legislation and quality, and modernization of pre-primary, primary, secondary and higher education - including harmonization of curricula, teacher training and parent and student councils. Education is a major tool for promoting democratic institutions, human rights and tolerance, sustainable economic development, as well as capacities for the peaceful resolution of conflicts.

Requirements

- University degree in educational sciences, social sciences or related fields;
- Experience in educational field at an international level: either educational planning and administration, public education, teacher training, multi-lingual/ethnic teaching including curriculum harmonization and teaching plans, or professional experience in a ministry of education or a teachers union;
- Proven project management experience, including planning, budgeting and evaluation techniques;
- Experience in liaising with specialized local and international agencies and bilateral donors.

Desirable Attributes

- Knowledge of the political situation in the mission area, including understanding of the relevant educational reform issues and the overall strategies of OSCE and other major international agencies;
- Knowledge of the local language or most common lingua franca.

Elections

Election work involves organizing, implementing and overseeing the full range of elections-related matters. Activities may include the drafting of legislation and election regulations, identification and registration of eligible voters, registration of political parties and candidates, political party development, campaign and finance regulations, voter education, domestic observer training, media monitoring, establishment of polling stations, the supervision and monitoring of balloting and counting, and post-election activities. It may also involve the implementation of election results if so mandated.

Requirements

- Experience in election administration, supervision or voter registration;
- Good understanding of basic legal documents (constitutions, election laws and regulations);
- Good understanding of various electoral and political systems;
- Experience in liaising with government agencies and NGOs;
- Experience in management or supervision of subordinate staff;
- Ability to work under tight deadlines and in a difficult and politically sensitive environment;
- Negotiating and diplomatic skills.

Desirable Attributes

- Legal background (may be required for certain positions);
- Knowledge of specific elections and political issues, especially of the mission area, including: international and OSCE standards for democratic elections, public administration, civil and voter registration, political party training, voter education, media and elections, international and domestic election observation, political representation of national minorities, legal appeals and election dispute resolution;
- Familiarity with the use of communications systems, including single sideband radio and satellite telephone systems;
- Knowledge of electronic database systems.

General Staff/Monitoring

General staff /monitoring functions in OSCE field activities take a variety of forms. Included in this category are monitoring activities aside from those covered by other fields of expertise such as elections and police, as well as the work performed by those assigned to situation/watch operations and in staff/personal assistant positions.

The monitoring done may involve passive observation (e.g. of border movements) and reporting of significant development, or a more proactive approach (e.g. the monitoring of the implementation of international agreements and obligations with the mandate for intervention where such agreements and obligations are ignored or breached).

Whether in monitoring positions, watch positions or staff assistant positions, however, those working in this field of expertise typically possess several core skills, including:

- A clear understanding of institutional relationships, both within the OSCE field activity to which they are assigned and between the OSCE field activity and its main partners and interlocutors;
- An operational orientation - i.e. the capacity to take prompt, appropriate action in response to observed events;
- The ability to translate such observed events into concise and accurate oral and written reports;
- The ability to support the creation of mechanisms which undergird the rule of law, public safety and law and order.

Requirements

- 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; arms control may also be required;
- Negotiating experience, preferably in the area of monitoring operations and/or related activities.

Desirable Attributes

- Readiness to endure harsh conditions;
- Prior experience in the military, police or other organization with a well-developed chain of command structure;
- Previous operational and/or field experience.

Human Rights

Human rights work involves monitoring, investigating and reporting on the human rights situation; analyzing relevant laws and practices; intervening with national authorities to address human rights violations and ensure compliance with relevant human rights standards and national laws. It may also involve monitoring the judicial system as a whole, including trials, as well as situations involving minorities, refugees/internally displaced persons (IDPs) and freedom of movement issues. In addition, human rights work can involve promoting public awareness of human rights and human rights education.

Requirements

- University degree in political science, international relations, public policy, law, international human rights law or other human rights related fields;
- Experience working with human rights, minority or gender issues;
- Demonstrable organizational, analytical, communication and interpersonal skills.

Desirable Attributes

- Knowledge of courtroom proceedings and criminal law and procedure;
- Experience working with NGOs, particularly in the field of human rights;
- International field work experience in human rights monitoring and reporting;
- Experience in international law, constitutional law or European and international human rights law and conventions (may be a requirement for certain positions).

Media Affairs

Media affairs in OSCE field activities provides two specialized services:

- **Press and Public Information** work includes the preparation and dissemination of information about the OSCE and its activities to local and international media, communicating to the public by means of professionally edited, targeted public information material and undertaking other projects to raise the profile of the mission/field activity among the host community;
- **Media Development** work involves initiating, planning, organizing and implementing programs to promote the development of independent, pluralist and professional media. It may also involve media monitoring activities to promote full compliance with OSCE principles and commitments regarding the freedom of the media.

Requirements

- University education in journalism, international relations or related field, communications, public relations, media studies or professional certification in journalism, public relations or media technology;
- Experience in working in or with the media or in public relations, particularly in gathering, organizing, editing and disseminating information;
- Excellent oral and written English communication skills, including the ability to prepare news-related documents and public presentations in simple, clear language for a broad non-diplomatic audience;
- Good analytical and interpersonal skills.

Desirable Attributes

- Ability to speak the language of the host country;
- Experience working in an international organization;
- Knowledge of the historical and current political situation of the mission area.

Military Affairs

Military affairs-related work involves inter alia monitoring certain military activities and gathering information on the military situation and developments in the mission area. It may also include:

- Monitoring the collection of weapons and ammunition;
- Investigating violations of cease-fire agreements;
- Facilitating cooperation with and among concerned parties in areas such as exchange of information on military structures and force levels and promoting cooperation between national military services;
- Assisting in the implementation of regional stabilization measures (e.g., the promotion and implementation of force reductions);
- Strengthening civilian control of the military;
- Creating conditions for the deployment of peace-keeping operations.

Requirements

- Officer/Warrant Officer training and/or university degree in a relevant technical field;
- Significant experience in arms control, peace-keeping operations and/or other relevant areas of military-related affairs;
- Experience in negotiations and liaison with governmental and military authorities;
- Ability to compile and analyze information of a political-military nature.

Desirable Attributes

- Previous international field experience;
- Knowledge of the political-military history of and recent developments in the mission area;
- Working knowledge of the local language.

Political Affairs

Political affairs work involves analyzing and reporting on issues relevant to the OSCE mission mandate in the host country, especially in the fields of early warning, conflict prevention, crisis management and post-conflict rehabilitation. It may also involve advising the Head of Mission and other mission staff, as well as representing OSCE policy positions to the authorities of the host country at all levels.

Requirements

University degree in international studies, public policy, political science, or law or related fields;

- 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.

Desirable Attributes

- Knowledge of the local language or most common lingua franca;
- Post-graduate degree in international studies, public policy, political science or law.

Rule of Law

Rule of law work aims at enhancing the administration of justice by training of judges, prosecutors, and lawyers, as well as police and correctional officers. It involves monitoring the functioning of the legal system and encouraging improvements in the administration of justice by suggesting systemic changes to the legal and judicial systems and by undertaking legal reform and legislative review projects.

The goal is to bring domestic laws into line with OSCE commitments and other recognized international standards.

Requirements

- University degree in law or significant work experience in criminal justice and/or law enforcement (the latter required for police and corrections officer training);
- Experience in the practice of law (e.g. judges, prosecutors, lawyers);
- Knowledge of courtroom proceedings and criminal law and procedure;
- Knowledge of international legal procedure standards and instruments;
- Demonstrable organizational, analytical, communication and interpersonal skills.

Desirable Attributes

- Knowledge of the regional political situation and the legal system of the mission area.