



**Organization for Security and Co-operation in Europe**

**Director for Human Resources**

**Vienna, 02 March 2010**

**To: All OSCE Delegations in Vienna**

**SUBJECT: VACANCY IN THE OSCE MISSION IN MOLDOVA**

The OSCE Mission in Moldova has identified the following vacancy that needs to be filled as soon as possible:

**Mission Spokesperson**

1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Recruitment Section (Seconded)/Department of Human Resources, in the Secretariat. Please note that the deadline for submission of applications is 23 March 2010.

The vacancy notice can also be found on the OSCE website ([www.osce.org](http://www.osce.org)).

Initial secondment for a period of at least one year is envisaged.



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNMOLS00057  
**Vacancy Type:** International Seconded  
**Field of Expertise:** MEDIA AFFAIRS  
**Functional Level (LoPC):** SENIOR PROFESSIONAL  
**Post Title:** MISSION SPOKESPERSON  
**OSCE Mission/Institution:** OSCE Mission to Moldova  
**Duty Station:** Chisinau, Republic of Moldova  
**No. of Positions:** 1  
**Date of Entry on Duty:** 17-May-2010  
**Vacancy Notice Issue Date:** 02-Mar-2010  
**Deadline for Application:** 23-Mar-2010

### 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:

- 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

### Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Advanced degree in a relevant field

Experience:

Minimum 6 years of relevant professional experience

### Mission Specific Requirements

- Additionally, this particular post has specific requirements:

**Mandatory:**

- Experience with the structuring and granting of interviews, press conferences and media events, and writing skills for a variety of audiences
- Knowledge of the historical and current political situation of the Mission area
- Experience in working with journalists
- Professional fluency in English, both oral and written, and the ability to draft documents clearly and concisely
- Working knowledge of Romanian and/or Russian, including the ability to conduct substantive business in one of these languages
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views while maintaining impartiality and objectivity
- Cultural sensitivity and sound judgment
- Familiarity with the use of internet, intranet, digital photography and video
- Ability to operate Windows applications, including word processing, data bases, and e-mail

**Desirable:**

- Experience of working in an international organization, public affairs or professional communications
- Competence in print and electronic media production and the mechanics of print and electronic technology

## **Tasks and Responsibilities**

Under the supervision of the Head of the OSCE Mission to Moldova, the Mission Spokesperson performs the following duties:

1. Implements a media strategy designed to generate maximum positive local and international coverage of Mission activities;
2. Supervises and conducts press conferences and media events;
3. Supervises the monitoring of local and international media and ensures timely distribution of daily press reviews throughout the Mission;
4. Handles requests for interviews from domestic and foreign journalists;
5. Maintains close liaison with the OSCE Secretariat's Press and Public Information Section in Vienna;
6. Oversees the development and maintenance of the Mission's website;
7. Follows developments in Moldovan media in fields relevant to the Mission's mandate;
8. Supports the development of media and freedom of the press through working with Non-Governmental Organizations (NGOs);
9. Prepares analyses and reports on freedom of the media;
10. Co-organizes round tables and seminars related to media issues;
11. Conducts outreach activities in support of the Mission's mandate and overall, in support of national reunification;
12. Performs other duties as assigned.

**The OSCE is committed to achieving a better balance of women and men within the Organization. The nomination of female candidates is particularly encouraged.**

**Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.**

**Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.**