

SPEO: Seconded Expert Qualifications and Application Process

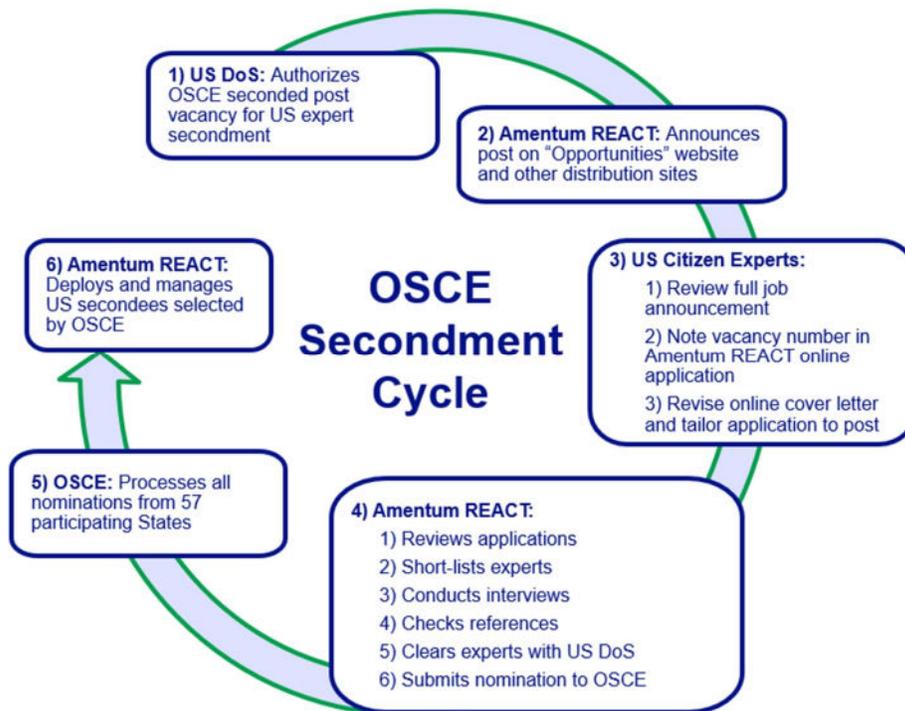
The OSCE staffs its job vacancies in multiple ways:

(A) **Seconded posts** - Expert applicants from OSCE's 57 participating States apply through their governments, who "nominate" them to the OSCE for further consideration. For US citizens, the US Department of State (US DoS) pre-authorizes selected OSCE seconded posts for which the US DoS intends to nominate U.S. citizens. Amentum SPEO, a US DoS contractor, manages the recruitment, application review, interviews, reference checks, nomination and deployment of U.S. citizen experts selected by OSCE for Seconded posts on behalf of US DoS.

About Amentum
SPEO

Amentum SPEO
Online Application

Current
Opportunities



(B) **Other OSCE posts** (contracted posts, Short-Term Assignments, Internships, etc.), all applicants from OSCE's 57 participating States are invited to apply directly to the OSCE for these non-seconded posts at <https://www.osce.org/employment>.

About the Amentum SPEO Online Application

U.S. citizens may create an [Online Application](#) in the Amentum SPEO database at any time to apply for Seconded posts at OSCE institutions in The Hague, Vienna, or Warsaw or to OSCE field missions in the Balkans, Central Asia, and Eastern Europe.

Application and Secondment Process

- (1) The US DoS decides which seconded posts to authorize depending upon the topical issue addressed by the post, the level of seniority, whether there are already US citizens in the location and in line with US DoS resource management objectives.
- (2) Amentum SPEO posts all OSCE Seconded post vacancies authorized by US DoS for US citizen recruitment on the Amentum SPEO "[Opportunities](#)" website within 24-hours of authorization at [Current Opportunities with SPEO | Amentum](#), and also posts notices on LinkedIn and other distribution channels. Each vacancy that is authorized for US citizens includes an "apply by" date for full consideration, usually a week prior to OSCE's deadline. (Note: Seconded vacancies that do not appear on this website are not authorized for U.S. citizen recruitment.)
- (3) US citizens may complete or revise their [Online Application](#) at [Apply To Work With SPEO | Amentum](#) any time. To apply for a specific vacancy, applicants enter the unique OSCE Vacancy Number of the post into the Online Application. Seconded post Vacancy Numbers are available at the "Opportunities" website, and within the OSCE full vacancy notice linked to the Opportunities summary.
- (4) Amentum SPEO creates the applicant short-list and contacts applicants to confirm the terms of the assignment approximately one week before the OSCE closing dates. Subsequently, Amentum SPEO interviews confirmed applicants, recommends revisions to on-line applications when needed, checks references, clears applicants with the US DoS and submits online applications to OSCE in the form of an official "nomination".
- (5) The OSCE reviews applications received from all participating States that choose to nominate, conducts written tests, and interviews, and selects the preferred applicant, usually within 4-12 weeks of the closing of a vacancy. Amentum SPEO remains on stand-by to support US citizen applicants through the OSCE vetting process.
- (6) Amentum SPEO supports all U.S. Secondees throughout deployment. Pre-deployment requirements include a complete a medical exam, a background check and completion of the U.S. Institute of Peace online training program. All three Tier 1 modules of the online training are mandatory; they consist of general information about the OSCE. Only one of the region-specific modules in Tier 2 is required. For example, Secondees deploying to Tajikistan are required to complete the three Tier 1 modules and the Central Asia module of Tier 2. USIP tests may be completed in advance. The username, password, and link to the USIP tests are found on the first page of your Online Application.

Secondment Fields of Expertise

Amentum SPEO recruits U.S. citizen experts in most OSCE 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, among others. Learn more about the minimum requirements for each of the Secondment 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 objectives, 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.

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 sectoral or regional planning and development;
- Experience in anti-corruption activities
- Experience in project analysis.

Education

Education work has the objective of 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 and 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.