



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNTAJS00458  
**Vacancy Type:** International Seconded  
**Field of Expertise:** MEDIA AFFAIRS  
**Functional Level (LoPC):** SENIOR PROFESSIONAL  
**Post Title:** MEDIA OFFICER  
**OSCE Mission/Institution:** OSCE Office in Tajikistan  
**Duty Station:** Dushanbe,  
**No. of Positions:** 1  
**Date of Entry on Duty:**  
**Vacancy Notice Issue Date:** 11-Apr-2016  
**Deadline for Application:** 03-May-2016

### 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 in media development, including educational background in media and/or training and in donor and civil society co-ordination
- Excellent command of project cycle management from project development through monitoring and evaluation including financial and narrative reporting
- Minimum 2 years of managerial experience with proven ability to supervise staff
- Professional fluency in the English language, both oral and written
- Working knowledge of Russian and/or Tajik languages
- Demonstrable organizational, analytical, communication and interpersonal skills
- Demonstrated ability to establish and maintain effective working relations 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
- Flexibility and ability to work under pressure of tight deadlines
- Ability to operate windows applications, including word processing and e-mail

**Desirable:**

- Previous field experience in the CIS states, preferably Central Asia or South Caucasus
- Knowledge of the regional political situation and the legal system of the mission area
- Demonstrated mediation and negotiation skills

## **Tasks and Responsibilities**

Under the supervision of the Head, Human Dimension Department, the Media Officer:

1. Manages the day-to-day operations of the Media Unit;
2. Initiates, plans, organizes and implements programmes to promote the development of independent, pluralist and professional media;
3. Monitors, analyzes and reports on media activities, freedom of expression and freedom of media to promote the full compliance with OSCE principles and commitments regarding the freedom of the media;
4. Advises the Office and informs counterparts on the OSCE strategies regarding media legislation, media development, protection of journalists' rights, freedom of media and freedom of expression;
5. Prepares Units contributions to the annual departmental budget, programme outline, project implementation plan and project implementation;
6. Reviews activity reports and other draft texts;
7. Establishes and maintains contacts with national and local Tajik authorities, universities and research institutions, international organizations, embassies of foreign countries, Tajik and international Non-Governmental Organizations (NGOs);
8. Maintains close co-ordination, in particular, with the Office of the OSCE Representative on Freedom of the Media;
9. Manages three national staff members;
10. Performs other related duties as required.

**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.**