

SR/PCU Political Adviser – draft job description

Background

The Political Adviser (PolAd) will support the Special Representative of the OSCE Chairpersonship – Project Co-ordinator in Ukraine (SR/PCU) in fulfilling his political and diplomatic responsibilities, especially in ensuring effective coordination between the Ukrainian government and local partners on one side and the OSCE CiO and SG on the other. She/He will be reporting to the SR/PCU and be posted in Kyiv (UA) and carry out these tasks in close coordination with the team of the SR PCU in the Kyiv office as well as with the Desk Ukraine at Conflict Prevention Centre (CPC) in Vienna, and will be accredited through the Swiss Embassy in Ukraine, who is also responsible for the security during the mission.

Main Duties and Responsibilities

- **Political Analysis & Reporting**
 - Monitors and analyses political, security, and policy developments in Ukraine and the broader region.
 - Prepares political briefings, situation reports, background papers, and analytical memos for the SR/PCU and OSCE senior leadership.
 - Drafts and contributes to the reports on activities of SR/PCU and other matters of concern related to the implementation of SR/PCU mandate and tasks.
 - Drafts notes, talking points, position papers and other background documents related to the SR/PCU activities and implementation of her/his mandate.
- **Advisory Role**
 - Provides strategic and operational political advice to the SR/PCU on relevant developments, stakeholder engagement, and positioning of the OSCE in Ukraine.
 - Advises on approaches to facilitate political dialogue, confidence-building, and diplomatic engagement with national and international stakeholders.
- **Liaison & Coordination**
 - Liaises with Ukrainian authorities, diplomatic missions, civil society, international organizations, and other OSCE executive structures to ensure effective information exchange and coordination.
 - Supports the preparation and conduct of high-level visits, diplomatic engagements, and political missions undertaken by the Special Representative.
 - Accompanies the SR/PCU at her/his meetings and other activities and assists in carrying out the follow-up to matters raised during those meetings.
- **Policy Development**
 - Contributes to the formulation of policy recommendations and political strategies that align with OSCE principles and mandates.
 - Draft speeches, statements, and official correspondence on behalf of the Special Representative / Project Co-ordinator.
- **Support to the CiO Activities**
 - Assists in the implementation of the Chairperson-in-Office's priorities and initiatives related to Ukraine.
 - Coordinate closely with the OSCE Secretariat and Chairpersonship task force in Vienna and the capital.

Qualifications and Experience

- **Education:**
 - University degree.
- **Experience:**
 - Min. five years of experience in relevant fields of work (diplomacy or peace policy) and in Eastern Europe.
 - Proven experience working in or on Ukraine, Eastern Europe, or post-conflict settings is highly desirable.
- **Skills:**
 - Excellent analytical, drafting, and presentation skills.
 - Strong diplomatic and negotiation abilities.
 - Familiarity with OSCE institutions, principles, and operational mechanisms is an asset.
 - Co-operative approach to teamwork and ability to work independently in stressful environment.
 - Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.
 - Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.
 - Computer literate with practical experience using Microsoft applications.
- **Languages:**
 - Fluency in English (written and spoken) is required.
 - Working knowledge of Russian and/or Ukrainian would be an advantage.