



Organization for Security and Co-operation in Europe

The Secretariat

Department of Human Resources

Vienna, 31 August 2026

To: All OSCE Delegations in Vienna

**SUBJECT: ISSUANCE OF A REQUISITION IN THE OSCE OFFICE FOR
DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS**

The OSCE Office for Democratic Institutions and Human Rights has identified the following requisition that needs to be filled as soon as possible:

**Spokesperson/Senior Press and Public Information Officer (S)
(ODI000325)**

1 position

Delegations should identify qualified candidates and submit the OSCE Application Forms to the Talent Acquisition Unit/Department of Human Resources, in the Secretariat. Please note that the deadline date for submission of applications is 12 October 2026.

The requisition can also be found on the OSCE website (<https://vacancies.osce.org/>).

Please note that all costs in relation to assignments at the Secretariat and in the Institutions must be borne by their authorities. In addition, Board and Lodging Allowance (BLA) is not payable for seconded positions in the Secretariat and Institutions.



Organization for Security and
Co-operation in Europe

Spokesperson/Senior Press and Public Information Officer (S) (ODI000325)

Primary Location

Office for Democratic Institutions and Human Rights (ODIHR), Warsaw

Job Information

Profile

Employee Status

Fixed Term

Job Type

Seconded

Schedule

Full-time

Education Level

Master's Degree (Second-level university degree or equivalent)

Compensation

Contract Type

International Secondment

Appointment Type

SM.S.I|Fixed-term

Grade

S - INS.S

Contract Duration

12 months

Currency

Euro (EUR)

Job Description

Background:

This position is open for secondment only and participating States are kindly reminded that all costs in relation to assignment at OSCE/ODIHR must be borne by their authorities.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

The Office for Democratic Institutions and Human Rights (ODIHR) is the principal institution of the OSCE responsible for the human dimension. ODIHR is active throughout the OSCE area in the fields of election observation, democratic development, human rights, tolerance and non-discrimination, and the rule of law. ODIHR's assistance projects and other activities are implemented in participating States in accordance with ODIHR's mandate.

The Public Affairs Unit (PAU) forms part of the Direction and Policy Department within ODIHR. The Unit plays a central role in supporting the Director by leading strategic external communications to build understanding and support for ODIHR's mandate among OSCE participating States, international media and the wider public.

Tasks and responsibilities:

Under the direct supervision of the Director, the incumbent will perform the following duties:

1. Serving as ODIHR's chief spokesperson, developing and implementing media strategies, conducting interviews, moderating press conferences (notably for election observation missions), drafting press releases and public statements, and managing responses to media on sensitive political and human rights issues to enhance visibility and public support for the Office's work;
2. Advising the Director and senior management on media relations and public communication; proposing key messages and press lines; and coordinating with the OSCE Chairpersonship, Vienna OSCE Spokesperson and other OSCE executive structures and institutions to ensure consistent and harmonized public positioning;
3. Conceptualizing and overseeing ODIHR's digital operations and social media outreach, including website content and social media strategy, feature stories and maintenance, to maximize reach, engagement and accessibility of information on ODIHR activities and events, results and impact;
4. Leading the development and quality assurance of ODIHR's public information materials and publications programme, supervising production of factsheets, brochures, reports and other outreach products to effectively communicate ODIHR's mandate, activities and achievements;
5. Supervising the Public Affairs Unit's staff, providing direction, mentoring and editorial oversight while ensuring timely delivery of high-quality outputs in a collaborative and inclusive team setting;
6. Monitoring international media coverage and public perception of ODIHR, analysing trends, and reporting to the Director news with relevance to ODIHR's work; maintaining networks with key journalists across the OSCE area, and responding to public inquiries to support proactive outreach and informed stakeholder engagement with discretion in handling sensitive and high-profile issues in a multicultural and politically diverse environment;
7. Performing other related duties as assigned.

Education and Experience:

- Second-level university degree in Communications, Journalism, International Relations, Political Science, Law, History, Public Affairs, or another relevant field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced degree;
- A minimum of seven years (nine years with a relevant first-level degree) of progressively responsible professional experience in strategic communications, media relations, public information, journalism, or related fields, preferably within an international organization, governmental institution, or non-governmental organization;
- Demonstrated experience in developing and implementing communication strategies, managing relations with international and national media, preparing key messages, speeches, press releases, and public statements, and advising senior leadership on communications and reputational matters;
- Proven ability to communicate complex policy issues clearly and persuasively to diverse audiences and to represent an organization effectively in public and media-facing settings;
- Excellent knowledge of the mandate, structures, and activities of the OSCE, particularly in the areas of democratization, human rights, rule of law, elections, and security is highly desirable;
- Strong drafting, editing, and analytical skills, with the ability to produce high-quality written materials under tight deadlines. Experience in crisis communications and strategic messaging is highly desirable;
- Proficiency in the use of information technology, digital communication tools, social media platforms, and standard office software applications. Sound understanding of online communications and emerging media trends and challenges;
- Excellent oral and written communication skills in English. Working knowledge of another OSCE language, preferably Russian, is considered an asset;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

If you wish to apply for this position, please use the OSCE's online application link found under <https://vacancies.osce.org/>.

If your participating State does not provide the option to apply online for seconded positions, you are kindly requested to submit your offline application form available at <https://jobs.osce.org/resources/document/offline-application-form> to the respective OSCE delegation whose address can be found at <https://www.osce.org/contacts/delegations>.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Candidates interviewed and found suitable in the recruitment process for this vacancy notice will be placed on a roster of suitable candidates (valid for three years) for fixed-term posts open for secondment, should a suitable opportunity arise.

The placement on a roster does not guarantee a future appointment or assignment.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <https://www.osce.org/participating-states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all religious, ethnic and social backgrounds.

The OSCE is a non-career organization committed to the principle of staff rotation; therefore, the maximum period of service in this post is 10 years.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

Please apply to your relevant authorities well in advance of the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered. The OSCE can only process Secondment applications that have been nominated by participating States. For queries relating to your application, please refer to the respective delegation as listed here: <https://www.osce.org/contacts/delegations>.

Please be aware that OSCE appointments are subject to medical clearance.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

Issue Date
31-08-2026

Number of posts
1

Closing Date
12-10-2026

Target Start Date
As soon as possible