



# HOW WE HIRE FOR INTERNATIONAL CONTRACTED AND SECONDED POSITIONS AT THE OSCE

1

## Check OSCE Vacancies

All OSCE vacancies are published on <https://vacancies.osce.org/>. Additionally, we share our vacancies on other platforms such as LinkedIn and Impactpool.

2

## Learn more about the OSCE

You are invited to watch our online resources at <https://jobs.osce.org/webinars> to learn about OSCE steps of recruitment for contracted and seconded positions as well as application and interview preparation strategies.

3

## Apply Online

Create your online profile on our career portal and submit your application for any vacancy of your interest. For seconded positions, verify the eligibility and applicable procedures with your national seconding authority. In case of technical issues, contact us via [taleo@osce.org](mailto:taleo@osce.org).

4

## Long-Listing by HR

Our recruiters will review your application after the vacancy deadline to ensure you meet the minimum requirements outlined for the vacancy of application. For seconded positions, your application will be available to us only once it is supported by your nominating authority.

5

## Short- Listing by Hiring Managers

Hiring Managers will screen your application. At this stage, you may be invited for a written pre-assessment or a pre-recorded interview with automated questions.

6

## Candidate Assessment

At this stage, you will be invited to participate in one or more online assessments followed by reference checks and a live video interview with a board of panel members. Candidates' suitability will be assessed by the board chaired by a Hiring Manager and facilitated by HR. The board will consider your relevant education, experience, and performance throughout assessments and interview. For candidates of equal merit, gender and geographical representation are considered.

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## Recommendation and Selection

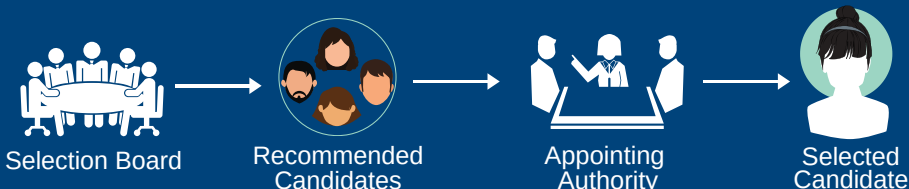
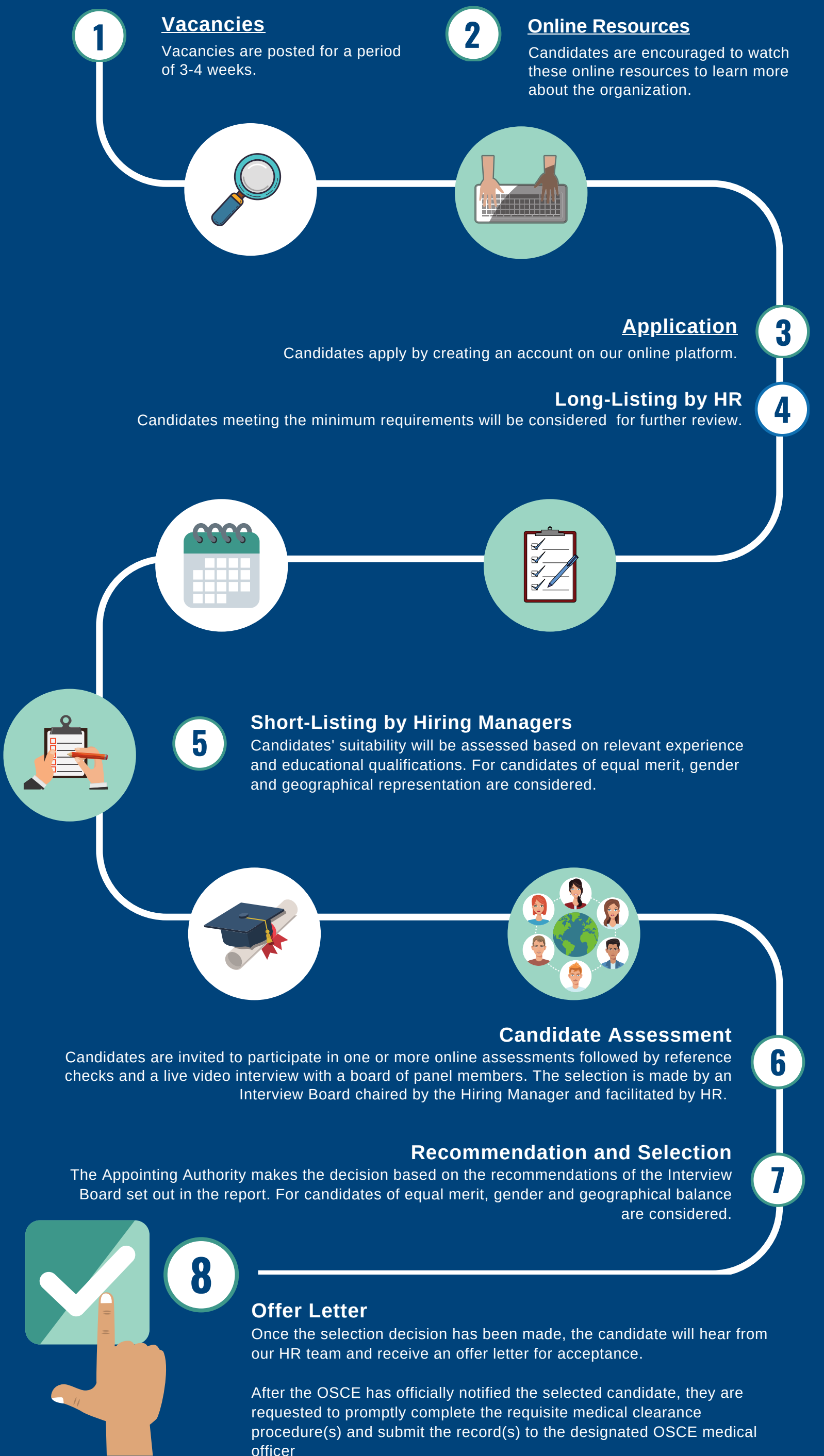
The Appointing Authority makes the selection decision based on the recommendation of the Interview Board. For a secondment position, your seconding authority is informed and will officially notify you about the outcome.

8

## Offer Letter

Once the selection decision has been made, you will hear from our HR Services team and receive an offer letter for your acceptance. After the OSCE has officially notified you or, in the case of secondment, the seconding authority, you are requested to promptly complete the requisite medical clearance procedure(s) and submit the record(s) to the designated OSCE medical officer.

# HOW WE HIRE FOR INTERNATIONAL CONTRACTED POSITIONS



# HOW WE HIRE FOR INTERNATIONAL SECONDED POSITIONS

1

## Vacancies

Vacancies are posted for a period of 3-4 weeks.

2

## Candidates Apply at [jobs.osce.org](https://jobs.osce.org) and Get Directed to Seconding Authority

Prior to applying: it is recommended that candidates check with their national seconding authority to verify eligibility and procedures. At this stage, **only** national authorities have access to the application.

*\*Applicants are encouraged to watch our [Online Resources](#)*



## Seconding Authorities Review the Applications and Nominate their Selected Candidates to the OSCE Secretariat

The OSCE Secretariat **only** has access to applications that have been nominated by the Seconding Authority.

3

## Long-Listing by HR

Candidates meeting the minimum requirements will be considered for further review.

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## Short-Listing by Hiring Managers

Candidates' suitability will be assessed based on relevant experience and educational qualifications. For candidates of equal merit, gender and geographical representation are considered.

6

## Candidate Assessment

At this stage, candidates are invited to participate in one or more online assessments followed by reference checks and a live video interview with a board of panel members. The selection is made by an Interview Board chaired by the Hiring Manager and facilitated by HR.



## Selection and Recommendation

The Appointing Authority makes the selection decision based on the recommendations of the Interview Board set out in the report. For candidates of equal merit, gender and geographical balance are considered.

The Seconding Authority is informed to confirm secondment and notify all candidates about the outcome.

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## Making the Final Selection

Once the selection decision has been made, the candidate will hear from our HR Services team and receive an offer letter for acceptance.

After the OSCE has officially notified the seconding authority, the candidate is requested to promptly complete the requisite medical evaluation procedure(s) and submit the record(s) to the designated OSCE medical officer.

