



Secondment

Senior Adviser to the Special Representative OSCE / Project Co-ordinator in Ukraine in Kyiv

The Senior Adviser (SA) supports the Special Representative of the OSCE Chairpersonship – Project Co-ordinator in Ukraine (SR/PCU) in fulfilling his political and diplomatic responsibilities. The incumbent plays a key role in ensuring effective coordination between Ukrainian authorities and local partners on the one hand, and the OSCE Chairpersonship (CiO) and Secretariat on the other.

Main Duties and Responsibilities:

The Senior Adviser reports directly to the SR/PCU, is based in Kyiv, and works in close coordination with the team of the Support Programme for Ukraine (SPU) in the Kyiv Office, as well as with the Ukraine Desk at the OSCE Conflict Prevention Centre (CPC) in Vienna. The incumbent is accredited through the Embassy of Switzerland in Ukraine, which is also responsible for security arrangements during the assignment.

Political Analysis & Reporting

- Monitors and analyses political, security, and policy developments in Ukraine and the wider region.
- Prepares political briefings, background papers, analytical notes, and reports for the SR/PCU and OSCE senior leadership.
- Drafts and contributes to reports on SR/PCU activities and issues relevant to the implementation of the mandate.
- Prepares notes, talking points, position papers, and other background documents in support of the SR/PCU's work.

Advisory Role

- Provides strategic and operational political advice to the SR/PCU on key developments, stakeholder engagement, and the OSCE's positioning in Ukraine.
- Advises on approaches to facilitate political dialogue, confidence-building, and diplomatic engagement with national and international stakeholders.

Liaison & Coordination

- Maintains close liaison with Ukrainian authorities, diplomatic missions, civil society, international organizations, and OSCE structures to ensure effective information exchange and coordination.
- Supports the organization and conduct of high-level visits, diplomatic meetings, and missions undertaken by the SR/PCU.
- Accompanies the SR/PCU to meetings and other activities and ensures timely follow-up on outcomes.
- Represents the SR/PCU at conferences, workshops, roundtables and public events, delivering statements that reflect SR/PCU priorities and positions.

Policy and Strategy Development

- Contributes to the formulation of policy recommendations and political strategies consistent with OSCE principles and mandates.
- Drafts speeches, statements, and official correspondence on behalf of the SR/PCU.

Support to the Chairperson-in-Office (CiO) Activities

- Assists in implementing the Chairperson-in-Office's priorities and initiatives related to Ukraine.
- Coordinates closely with the OSCE Secretariat and the Chairpersonship's teams in Vienna and in national capitals.

Qualifications and Experience

Education:

- A master's degree in political science, international relations, law or another related field.

Experience:

- Minimum of seven years of relevant experience in diplomacy, international relations, peacebuilding, or conflict transformation, including work in (post-)conflict environments and at headquarters level.
- Proven experience working in or on Ukraine or former Soviet Union countries is highly desirable.

Skills:

- Excellent analytical, drafting, and presentation skills.
- Strong diplomatic skills, sound political judgment, and effective negotiation abilities.
- Familiarity with OSCE institutions, principles, and operational mechanisms.
- Cooperative team player with the ability to work independently and under high pressure.
- High degree of initiative and sense of responsibility.
- Demonstrated gender awareness and the ability to integrate a gender perspective into daily work.
- Ability to maintain impartiality and objectivity when working with individuals from different cultural, religious, and political backgrounds.

Languages:

- Excellent written and spoken English; fluency in Ukrainian or Russian would be an asset.

Additional Swiss requirements:

- Swiss nationality (dual citizenship with country of assignment not permitted).
- Fluency in English and passive knowledge of two Swiss official languages.
- Physical and mental fitness for service in a challenging environment, (assignments are subject to medical clearance).
- Possession of a valid automobile driving licence and the ability to operate a 4x4 vehicle with manual transmission.

Duty station:	Kyiv
Start of assignment:	as soon as possible
Duration of contract:	1 year
Deadline for applications	20 November 2025
Interviews are scheduled to take place on:	1 December 2025
Family:	accompaniment by family is not possible (Rest and recuperation cycle)

Click here to learn more about the organisation: <https://www.osce.org/chairpersonship>

For further information, please contact:

- Ms Janine Misteli, Swiss Expert Pool (janine.misteli@eda.admin.ch, + 41 58 462 63 39) for questions on requirements and on the selection process.

Assignment:

The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding. The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of their deployment [PVFMH](#) (D) / [OPers-PDHH](#) (F) / [OPers-PRA](#) (I).

Please apply through the Swiss Federal Administration recruitment system <https://www.stelle.admin.ch/stelle/it/home/stellen/stellenangebot.html> (in German, French and Italian)

A complete application contains:

- an application letter in English;
- a CV English;
- all diplomas and work certificates since Matura;
- the completed Personal History Form PEP (see: <https://www.eda.admin.ch/content/dam/eda/en/documents/aussenpolitik/menschenrechte-menschliche-sicherheit/stellenangebote-expertenpool/personal-history-form.docx>)¹

¹ Swiss Expert Pool for Civilian Peacebuilding

The deployment of civilian experts within the scope of Switzerland's policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Foreign Affairs FDFA

State Secretariat STS

Peace and Human Rights Division