

Call for applications for two Post-Doctoral Fellowships (for citizens of Central Asian countries only)

Full-time positions

The OSCE Academy in Bishkek, Kyrgyzstan invites applications from highly qualified scholars from Central Asia for its newly created Post-Doctoral Fellowship positions.

The OSCE Academy in Bishkek is a public foundation, created in 2002 between the Kyrgyz Government and the Organization for Security and Cooperation in Europe (OSCE). The OSCE Academy promotes values and principles of the OSCE through post-graduate education, professional trainings and intellectual exchange. Its highly demanding MA Programmes in the fields of “Economic Governance and Development” and “Politics and Security (Central Asia)” annually accept up to 60 young professionals from Kyrgyzstan, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, Afghanistan and Mongolia on a competitive basis. The Post-Doctoral Fellows will be supporting these MA programmes all year round by teaching, conducting research, and performing other programmatic tasks.

Two Post-Doctoral Fellowship positions will be granted for one year starting on 1 May 2018, with possible extension up to 3 years. The Fellowships will be based in Bishkek, Kyrgyzstan.

Key duties and responsibilities of the Post-Doctoral Fellows are as follows:

Teaching and related duties

- Conducting at least 4 credits worth of teaching per semester, including developing course syllabi, grading and advising students;
- Supervising two MA theses per year and participating in Thesis Colloquia, Thesis Defence and State Examinations as member of the Committee, including evaluating theses and grading examination papers;
- Teaching summer school or preparatory courses and organizing other extracurricular academic events.

Research

- Under the supervision of the Director, supporting and advising the Research and Training Coordinator in identifying and developing the research programme of the Academy;
- Conducting his/her own research (at least one article in a peer-reviewed journal per year) and involving students and other faculty members.

Other academic and administrative duties

- Supporting and assisting MA programmes in student and faculty recruitment processes, by taking part in the selection and admission committees, including reviewing large numbers of applications, participating in recruitment interviews, designing and evaluating admission tests and exams;
- Providing expertise advice and guidance to Programme Supervisors in developing and designing programme curriculum and reviewing course syllabi’s quality to assure that they reflect programme objectives;

- Assisting with programme accreditation processes, including taking part in drafting self-evaluation reports;
- Assisting with the development and drafting of academic policies, regulations and procedures taking into consideration best practices in teaching;
- In conjunction with Director and Programme Supervisors promoting and taking active part in institutional and strategic development initiatives to secure external funding for programmatic and research activities;
- Preparing applications and documents for student and faculty mobility programmes under the framework of Erasmus+ and other related programmes;
- In collaboration with Director and Programme Supervisors, initiating contacts and establish partnerships with other regional and international academic institutions, think tanks, governmental, non-governmental and international organizations to develop Academy's networks and promote its visibility.

Qualifications and eligibility

Candidates for this position should meet the following requirements:

- Citizenship of any of the five Central Asian republics (Kyrgyzstan, Kazakhstan, Uzbekistan, Turkmenistan, and Tajikistan);
- PhD degree in Economics, Development Studies / Political Science, International Relations / or a related field;
- Record of teaching excellence and service of at least 3 years;
- Record of peer-reviewed publications;
- Excellent knowledge of English and Russian;
- Effective interpersonal and communication skills;
- Ability to travel within Central Asia and to Afghanistan and Mongolia.

The OSCE Academy will provide/cover:

- Economy class round-trip airfare from the city of current residence to Bishkek;
- Visa and work permit support;
- Competitive honorarium based on international standards;
- Yearly Mobility Package for professional and academic purposes;
- Office space and computer, as well as access to all facilities of the OSCE Academy.

NOTE: The Academy will not cover health insurance and expenses of family members.

Interested applicants should submit their CV with two references, a cover letter, and a short abstract for a research project to postdocfellowship@osce-academy.net by **15 February 2018, 18.00 pm** Bishkek time.

For further information, please visit: <http://osce-academy.net/en/>

The OSCE Academy in Bishkek is an equal-opportunity institution. It operates on the principle of non-discrimination. All recruitment decisions are taken on the basis of best qualification of the candidates, with consideration of regional and gender balance.