



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

Department of Human Resources, Talent Management Section, Recruitment Unit

Scope of Work

Under the direct supervision of the Chief of Recruitment and the guidance of the Senior Recruitment Assistant, you will work with selected members of the Recruitment Unit and will be tasked with the providing support and working together with experienced staff in the unit to carry out the following duties:

- Mapping out current recruitment process for different professional categories on i-recruitment system and liaise with appropriate stakeholders to create requirements for the upcoming bid for a new recruitment platform;
- Revising current rules and regulations for recruitment process in different categories and investigate potential opportunities for streamlining processes;
- Proposing solutions to automate vacancy processing, including reviewing current processes to propose adjustments, particularly in day-to-day operations;
- Performing operational tasks, such as screening and long-listing, related to the application or nomination for vacant posts for one specific portfolio as a secondary priority;
- Preparing and co-ordinating interview boards;
- Reporting and up-dating the IRMA system;
- Contributing as a project member in the ongoing recruitment projects for improved efficiency, in particular in:
 - the needs assessment project for a new recruitment software;
 - database maintenance and development (roster of consultants, iAssessment question bank);
- Organizing and designing a speakers series and visits with stakeholders in the organization (head of units, specialists, delegations...) for interns and JPOs;
- Attending meetings of the Recruitment unit and DHR team, taking notes and writing up minutes/reports.