

TOR 16: Office of the Secretary General/Communication and Media Relations Section



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

Office of the Secretary General/Communication and Media Relations Section

Scope of Work:

Background:

The Communication and Media Relations Section (COMMS) is part of the Office of the Secretary General, and promotes awareness and understanding of the OSCE's work among outside audiences by working with the media, by developing an effective communications strategy, using all available tools and innovative new channels to increase visibility and engagement, and get the Organization's messages across to key stakeholders as well as the general public.

Tasks and Responsibilities

Under the supervision of the Deputy Head, COMMS, and the Online Communications Manager, the Communication and Media Relations Intern will be responsible for:

- Assisting with publishing items on the OSCE website and on social media platforms;
- Assisting with audio/video activities, such as photography or recording videos;
- Assisting with the production of graphics and infographics;
- Assisting with the preparation, co-ordination and holding of press conferences and other media events;
- Assisting with the OSCE's Visitors' groups programme;
- Co-ordinating input and production of the bi-monthly OSCE Communications Visibility Report;
- Updating and maintaining the media contacts database;
- Conducting media monitoring;
- Performing other communications duties as assigned.