

TOR 18: Office of the Secretary General/External Co-operation Section



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

Office of the Secretary General/External Co-operation Section

Scope of Work:

The Section for External Co-operation is part of the Office of the Secretary General and is the first point of contact at headquarters' level for international, regional and sub-regional organizations. It is also responsible for liaison with the OSCE's 11 Partners for Co-operation, both Asian and Mediterranean. The External Co-operation Section is looking for one candidate for a 3-6 month internship starting in Spring 2020.

The selected intern will have an opportunity to gain an overview of the OSCE's priorities and activities in relation to other international and regional organizations, as well as the Asian and Mediterranean Partners for Co-operation. He/she will work with all members of the team and will be tasked with some, if not all, the duties outlined below.

Tasks and Responsibilities:

- Assist in the preparation of meetings with the Partners for Co-operation, and international and regional organizations, including by compiling background information, taking minutes and preparing reports;
- Follow developments in other international and regional organizations, and prepare relevant briefing notes;
- Attend meetings of the Permanent Council, the Contact Groups with Partners for Co-operation, the Preparatory Committee, and other relevant OSCE meeting as required, and take notes for internal reporting purposes;
- Assist with the drafting of speaking points and statements for the Chairmanship, the Secretary General, the Head of Section and other senior OSCE officials, as requested;
- Assist the Manager of the Partnership Fund with the administration of the Fund;
- Assist the Section in its daily activities and performing other duties as requested.