

TOR 27: Secretariat Staff Committee (SSC)



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

Secretariat Staff Committee

Scope of Work:

Under the overall supervision of the Chairperson of the Secretariat Staff Committee (SSC), and in coordination with the Staff Representatives, you will be carryout the following duties:

- Performing research and present findings on the issues dealt with by the SSC;
- Developing, maintaining and keeping up to date task list for the SSC;
- Developing, maintaining and keeping up to date the list of staff request and staff wishes;
- Maintaining the progress report of all activities where the SSC is involved;
- Assisting in drafting and preparation of quarterly, bi-annual and annual activity reports;
- Supporting the SSC team in preparation of social events and happy hours;
- Supporting the SSC team in administrative duties (i.e. reorganizing electronic files in U drive and DocIn, Archive, etc.);
- Supporting the SSC team to renew and create new discount agreements, special offers for staff- Support the SSC team in preparation of the content for the presentation on the info screens;
- Setting up and attending meetings of the SCC;
- Taking minutes of the meetings and assist in drafting reports;
- Assisting the members of SSC in drafting correspondence on various issues-Other duties as assigned by SSC.