

Opening 2: Office of the Secretary General/ Co-ordination team (OSG/Co-ordination)

The Office of the Secretary General (OSG) provides general services to the Secretary General (SG), the Chairperson in- Office and the participating States. It groups service-oriented offices (Office of Legal Affairs, Conference and Language Services, the OSCE Documentation Centre in Prague), and policy-oriented offices (Communication and Media Relations, External Co-operation, Gender Affairs) as well as Security Management and Executive Management. The OSG also ensures effective co-ordination of policy advice provided to the Secretary General and the Chairmanship, and management decisions taken by the Secretary General. The OSG is led by a Director, who also serves as Chief of Staff and the Head of Executive Management.

As part of the Executive Management Unit, the Co-ordination Team is managed by the Senior Co-ordination Adviser. The team supports the Secretary General (SG) by preparing files for meetings and official visits, providing support during meetings and trips, and conducting follow-up activities.

Tasks and responsibilities:

1. Preparing files for meetings and official visits of the Secretary General (SG) and Director of the Office of the SG (D/OSG), providing support during meetings and conducting follow up activities, by tasking, compiling received input and ensuring quality control; talking notes and follow up on action points;
2. Researching specific topics and collecting inputs from other Secretariat departments, compiling reports and papers for the SG and the Chairmanship on both strategic and organizational issues;
3. Contribute to drafting papers, speeches and talking points in consultation with other team members;
4. Following and reporting on developments in certain thematic and/or geographic areas also by following related meetings, Informal Working Groups, etc., with a view to keeping the SG informed of the progress;
5. Supporting management and implementation of Extra-budgetary Projects run out of Executive Management.