

Opening 3: Office of the Secretary General/ External Co-operation (OSG/External Co-operation)

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.

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 and institutions. It is also responsible for liaising with the OSCE's 11 Partners for Co-operation, both Asian and Mediterranean. The JPO will have an opportunity to gain an overview and support the implementation of current OSCE priorities, programs and activities in relation to other international organizations, notably the UN, the EU, NATO and the Council of Europe, as well as the OSCE's Asian and Mediterranean Partners for Co-operation.

Tasks and responsibilities:

1. Assists in designing methodology for more monitoring and evaluating the CAT work (meetings and on-line assignments):
 - Assist in designing methodologies for International Organizations and Regional Organizations' different approaches to Artificial Intelligence; relations with Third Parties; Private Sector, Think tanks and NGOs;
 - Support Migration portfolio through the organization of meetings, conferences and establishment of Focal Points Network;
2. Ensures the accurate gathering, structuring and flow of information, particularly in the spotting of relevant trends and developments for the quality:
 - Prepare meetings and research documents into ongoing trends related to OSCE Asian and Mediterranean Partners for Cooperation;
 - Prepare meetings and research papers into ongoing trends related to OSCE Regional and International partner organizations (UN, EU, NATO...etc);
3. Contribute to the preparation of briefing packages for bilateral high-level meetings of the Secretary General and other senior OSCE officials, as requested;
4. Contribute to the preparation of speeches and talking points for the Secretary General and

other senior OSCE officials, as requested;

5. Support relations with Asian and Mediterranean Partners for Co-operation, in particular by attending and reporting on meetings of the Asian and Mediterranean Contact Groups, relevant Preparatory Committee meetings, and Permanent Council meetings;

6. Support co-operation with other international and regional organizations, in particular but not limited to assisting with the organization of staff talks with the United Nations, NATO, and the EU and CoE-OSCE Co-ordination Group meetings;

7. Assist the Section in drafting concept papers and policy papers on matters pertaining to external relations;

8. Assist in preparing and updating the External Co-operation section of the OSCE website on the page of the Asian and Mediterranean Partners for Co-operation and the OSCE Asian and Mediterranean Conferences as well as other events within these two partnership frameworks;

9. Assist the Section in other daily activities.