

Opening 4: Office of the Secretary General/Gender Section (OSG/Gender)

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 Gender Section of the Office of the Secretary General (OSG) supports the efforts of the OSCE Secretary General to promote a continuous and sustainable gender mainstreaming process across the Organization and the full implementation of the 2004 Action Plan for the Promotion of Gender Equality, as well as other gender-related commitments undertaken by OSCE participating States. It assists and advises the OSCE structures in the implementation of the Action Plan by providing technical assistance for the mainstreaming of gender in all activities, policies, programmes and projects.

Tasks and responsibilities:

1. Support and contribute to gender section campaigns and events:

- Support and contribute to 16 Days of Activism on combating violence against women;
- Assisting with development of information materials (infographics banners, posters or others);
- Assist with organizing the White Ribbon awards event;
- Assist with kicking off the call for nominations for the 2021 Gender Champions Award;

2. Background research on gender parity at OSCE panels and events:

- Conduct research and analysis to prepare a baseline of key OSCE panels held in 2020;
- Prepare a report and visual presentation on gender parity in OSCE panels;
- Draft Report of the activity, including recommendations and follow up actions;

3. Preparation for the Ministerial Council:

- Conduct desk research, prepare documents for negotiations on draft decisions on gender-related topics;
- Take notes at negotiations and prepare reports;

4. Communication - presentations and visuals / innovative intranet platform:

- Create power point presentations and visual material for events and projects;
- a template for a newsletter;
- Update information on the website;
- Upload documents in JARVIS documentation system;
- Update and upload information on the Gender Focal Point platform;

5. Develop information materials for key issues on gender equality and security:

- Undertake secondary research for data in areas of gender discrimination in politico-military, economic-environmental and human dimensions as requested by Gender Section;

6. Provide other support to Gender Advisers as needed.