

Opening 5: Office of the Secretary General/ Communication and Media Relations Section (OSG/Comms)

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 Communication and Media Relations Section (COMMs) is the strategic communications hub of the OSCE, reviewing, overseeing and coordinating the communication activities of the entire organization, including the OSCE Chairmanship, the OSCE Secretariat, the Institutions and the field operations. It is part of the Office of the Secretary General. It promotes awareness of the OSCE among the general public and generates support for the OSCE's work through traditional and online media and through outreach activities, including working closely with media representatives. The team is composed of 13 permanent staff, 2 temporary staff and interns. Support Deputy Head of COMMS in creating and reviewing the OSCE's communication products, strategies and outreach to strengthen engagement and visibility, and ensure coherent messages in line with political sensitivities and the Organization's values.

Tasks and responsibilities:

1. Drafting and editing press releases, news items and other text-based communications products:

- Drafting and editing communications products, including press releases and news items, from across the OSCE's executive structures and field operations with the aim of ensuring they communicate messages accurately and effectively;
- Working with other colleagues of the COMMS' media team, the Conflict Prevention Centre and the Chairmanship to ensure that these texts comply with political sensitivities and respect OSCE consensus language;

2. Drafting and contributing to stories:

- Identifying subjects of interest for the production of stories, including conducting the necessary research and interviews through co-operation with OSCE field operations and programmatic units;
- Drafting or reviewing these products to ensure compelling story-telling, accuracy of facts, and compliance with political sensitivities and the Organization's values;

3. Supporting the COMMS' media team in their day-to-day work:

- Supporting the coverage of major events such as conferences by drafting and

reviewing communication strategies for these events, preparing media advisories and registering media representatives, assisting media representatives at event venues, and optionally, helping out with associated social media and photography tasks;

- Maintaining and updating the database of media representatives;
- Conducting media monitoring and analysing metrics and visibility indicators from a broad range of sources;
- Compiling the bi-monthly OSCE Communications Visibility Report, which is distributed to delegations of all OSCE participating States and summarizes the impact of the OSCE's media and communications work;

4. Supporting the COMMS' Online team in their day-to-day work:

- Assisting with publishing items on the OSCE website and on social media platforms;
- Assisting with audio/video activities, such as photography or recording video interviews;
- Assisting with the production of graphics and infographics.