

## **Opening 6: Office of the Secretary General/ Conference and Language Services (OSG/Conference Services)**

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 JPO will contribute to providing efficient and effective assistance to the OSCE decision making bodies and informal subsidiary bodies. In particular, the JPO will be tasked with: supporting the Management & Administration Unit (MAU) in drafting, reporting, assisting in the preparation and chairing of relevant meetings, and acting as a focal point for delegations and Chairmanships in relation to specific meetings; assisting in the preparation of draft agendas and journals and records of meetings of the PC, FSC and ACMF; taking part in the process of checking the negotiated texts before distribution, and issuing the adopted documents; taking part in the MAU's work in assisting and advising the Chairmanships on the application of the OSCE Rules of Procedures and keeping record of all relevant precedents.

### **Tasks and responsibilities:**

1. Drafting and reporting of relevant meetings (records of meetings of the Permanent Council, Forum for Security Co-operation and Advisory Committee on Management and Finance) and assisting in the preparation of draft agendas and journals: 75%;
2. Acting as focal point for delegations and Chairmanships in relation to specific meetings: 20%;
3. Taking part in the MAU's work in assisting and advising the Chairmanships on the application of the OSCE Rules of Procedures: 5%.