

## **Opening 11: Transnational Threats Department Strategic Police Matters Unit (TNTD/SPMU)**

The Transnational Threats Department (TNTD), as part of the OSCE Secretariat in Vienna, Austria, plays a key role as the focal point of OSCE-wide programmatic activities aiming at countering transnational threats and ensuring co-ordination and coherence of action across all three OSCE dimensions, among all executive structures while respecting their mandates.

The TNTD comprises the Co-ordination Cell (CC), the Strategic Police Matters Unit (SPMU), the Action against Terrorism Unit (ATU) and the Border Security and Management Unit (BSMU). As part of its activities, the SPMU assists participating States (pS) in response to their request to address threats posed by criminal activity and supports general police development and reform.

### **Tasks and responsibilities:**

1. To conduct research, as necessary, pertaining to on-going TNTD/SPMU programmes and activities, and current and emerging transnational threats and trends; preparing background papers.
2. To assist on-going TNTD/SPMU programmes and support the Head and the Deputy Head in their daily activities.
3. To take notes from various formal and informal meetings (internal and external) and prepare/edit reports.
4. To assist in the drafting of speeches and presentations related to TNTD/SPMU's activities.
5. To assist in the organization of conferences, events and workshops by providing logistic and administrative support, including maintaining lists of participants, communicating with participants/speakers, preparing and distributing materials and assisting with visa applications and hotel arrangements.
6. To provide logistic and administrative support in the implementation, development and monitoring of extra-budgetary funded projects.
7. To perform other duties as requested.