

## **Opening 17: Office of Internal Oversight/Evaluation Section (OIO/Evaluation)**

The Office of Internal Oversight (OIO) is part of the OSCE Secretariat in Vienna, Austria. OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including field operations. The work of OIO provides assurance on the adequacy of governance, risk management, and internal control; contributes to ensure compliance with the Organization's regulatory framework; and helps enhancing the efficiency and effectiveness of its operations

The Evaluation Section of OIO further contributes to organizational learning and helps to ensure the quality and relevance of the OSCE's work.

### **Tasks and responsibilities:**

1. Assisting with the preparation of interviews and meetings related to evaluation;
2. Supporting data collection and analysis;
3. Contributing to evaluation report writing;
4. Attending meetings of the evaluation team, evaluation interviews, as well as other relevant events, taking notes and preparing meeting minutes;
5. Supporting the organization of interviews, workshops and conferences;
6. Performing other duties as assigned.