

Opening 13: Special Representative and Co-ordinator for Combating Trafficking in Human Beings - Supply Chains projects (SR/CTHB/Supply)

The Special Representative and Co-ordinator for Combating Trafficking in Human Beings (SR/CTHB) represents the OSCE at the political level on anti-trafficking issues. The Office of the SR/CTHB (OSR/CTHB) assists OSCE participating States in the implementation of commitments and full usage of recommendations set forth in the OSCE Action Plan to Combat Trafficking in Human Beings. The Office provides a co-ordinating function among OSCE structures and institutions involved in combating trafficking in human beings (CTHB) with a focus on the following activities: enhancing the awareness and understanding of THB across the OSCE region; policy planning and advocacy especially in the area of emerging trends of THB and effective approaches to combating THB; and direct assistance to participating States in practical and technical areas, at their request.

Tasks and responsibilities:

The JPO will be involved in the daily work of the OSR/CTHB team in support of the SR/CTHB and work specifically on supporting the Project Manager in implementing the project “Prevention of Trafficking in Human Beings in Supply Chains through Government Practices and Measures” (Supply Chains Project).

1. Assisting in preparations for the Supply Chains Project related meetings and travels, including compiling background information, drafting talking points, taking notes and preparing reports.
2. Contributing to the preparation and organization of conferences/events/meetings of the Supply Chains Project.
3. Assisting and contributing significantly to research of the Supply Chains Project.
4. Participating/note-taking at internal meetings and following up on associated tasks.
5. Supporting the reporting on Office’s tasks/activities essential to de-brief or take stock of and follow-up on meetings, events, conferences, when necessary.
6. Assisting the team in its daily activities and performing other duties as requested.