



## Organization for Security and Co-operation in Europe

### INTERNSHIP TERMS OF REFERENCE

#### TOR 5: Department of Human Resources (Talent Acquisition Unit)

##### **Background:**

The Department of Human Resources (DHR) ensures that the OSCE has the human resources capacity necessary to successfully implement its mandates. DHR sets the policies and provides services in the areas of talent acquisition, administration of benefits and entitlements, payroll, performance management, talent development, and policy and employee relations across the Organization.

**The Talent Acquisition Unit (TAU)** is primarily responsible for the recruitment and selection of international contracted and seconded staff for the Secretariat and field operations and of general staff, temporary staff and consultants at the Secretariat. It is also responsible for outreach activities.

##### **Scope of work:**

Under the direct supervision of the Chief, Talent Acquisition/ Talent Acquisition Officer and the guidance of the Senior Talent Acquisition Assistant, the selected intern will be tasked with the providing support and working together with experienced staff in the unit to carry out the following duties:

- Creating social media posts to promote jobs at the OSCE to a variety of audiences across participating States;
- Providing assistance in the analysis of data pertaining to outreach efforts, including but not limited to the OSCE's Webinar Outreach Programme, Recruitment Bootcamps and presentations;
- Developing, enhancing or updating presentations including infographics, posters and PowerPoint to internal and external audiences;
- Proposing solutions to automate vacancy processing, including reviewing current processes to propose adjustments, particularly in day-to-day operations;
- Performing operational tasks, screening and long-listing, related to the application or nomination for vacant posts for one specific portfolio as a secondary priority;
- Preparing and co-ordinating interview boards;
- Managing recruitment mailbox;
- Reporting and updating the IRMA and TALEO systems;
- Maintaining and developing databases (roster of consultants, assessment question bank);
- Organize and design a speakers series and visits with stakeholders in the organization (head of units, specialists, delegations...) for interns and JPOs;
- Attending meetings of the Talent Acquisition Unit and DHR team, taking notes and writing up minutes/reports.