



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 9: Office of the Secretary General (Executive Management Unit)

Background:

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The Executive Management Unit acts as a cabinet of the Secretary General, providing support on all issues related to the effective management of the Secretariat and the implementation of the Secretary General's mandate. The Director of the OSG (D/OSG) functions as the Head of Executive Management and is supported by a policy (P) team and a coordination (C) team.

Scope of Work:

The selected interns will have an opportunity to gain a broad overview of the OSCE's priorities and activities in relation to the mandate of the Secretary General, as well as the daily work of his Office. The selected interns will work with all members of the Executive Management team. Under the direct supervision of the Heads of Sections, the interns will be tasked with the following duties:

- Supporting in co-ordinating preparations for the Secretary General's and Director of the Office of the Secretary General's meetings and visits, including preparation of daily files, briefing notes, reports and background information, in co-operation with other departments and units of the Secretariat;
- Conducting research and compiling information on specific issues related to the OSCE mandate and activities;
- Attending meetings of the Permanent Council, the Preparatory Committee and other subsidiary bodies and other relevant OSCE meetings, when requested; taking meeting minutes and drafting reports and readouts/following up on developments within these frameworks;
- Participating/note-taking at internal meetings and following up on associated tasks;
- Assisting the team in its daily activities and performing other duties as requested.