



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 15: Conflict Prevention Centre (Programming and Evaluation Support Unit)

Background:

The Conflict Prevention Centre (CPC) plays a key role in supporting and co-ordinating the OSCE's activities in the field, in providing analysis and policy advice to the Secretary General and the Chairmanship; in leading work on all aspects of the conflict cycle, and supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for coordinating and developing the OSCE's role in the politico-military dimension.

The Programming and Evaluation Support Unit (PESU) assists the Secretary General and the Chairmanship in the implementation of the Organization's Project Management framework and standards, in line with the Common Regulatory Management System (CRMS) and with the recognized international standards. It is the primary point of contact for the Chairmanship and participating States' delegations on programmatic and project management matters in relation to the Unified Budget (UB) process, as well as the Extra-budgetary contributions. PESU advises senior management and field operations on implementation of programme and project management as well as Performance-Based Programme Budgeting (PBPB) and co-ordinates all related training and coaching activities (i.e. strategic planning, programme management, project management) undertaken by the Unit across the Organization.

Scope of Work:

Under the direct supervision of the Head of CPC PESU, the selected intern will be tasked with the following duties:

- Providing assistance to PESU in its daily work supporting the implementation of PESU's mandate;
- Collecting data and conducting background research and analysis on given topics to further build up OSCE expertise and knowledge on best practices for project design, project management and project self – evaluation and support the distribution of best practices;
- Providing administrative support to the preparation of trainings, workshops, conferences and meetings for programming, project approval and project management of extra budgetary and unified budget funds;
- Assisting in preparing draft presentations and speeches, summary reports, talking points and other relevant documents, including notes of the meetings for internal use
- Assisting in managing files and respective archives;
- Performing other duties as requested.