



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 16: Conflict Prevention Centre (Policy Support Service/ CAD)

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 (SG) and the Chairpersonship, in leading work on all aspects of the conflict cycle, and in supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

The Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the SG and the Chairpersonship on related policy and operational issues. It also analyses early-warning signals regarding the situation in the field and recommends the implementation of relevant preventive or reactive action. Support provided to the SG and the Chairpersonship includes background information, policy support and advice, input to speeches and travel files as well as drafting summary records. PSS facilitates the co-ordination of programmes and activities among field operations and with those of OSCE specialized units within the Secretariat and institutions and assists field operations with their input to the budget cycle process. PSS also provides support for the Chairperson-in-Office's representatives dealing with protracted conflicts and related formats.

The PSS is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the South Caucasus and Central Asia.

Scope of Work:

Under the overall guidance of the Head of the Central Asia Desk (Senior Policy Support Officer) and the direct supervision of a Central Asia Desk Policy Support Officer, the selected intern will be tasked with the following duties:

- Preparing a daily compilation and summary of relevant news from Central Asia for the desk;
- Assisting with the preparations of meetings and events;
- Assisting with drafting reports, inputs for talking points and presentations;
- Taking notes during meetings and preparing readouts;
- Conducting background research and analysis on a topical regional theme or issue (to be decided jointly between the intern and the supervisor, also possibly related to the intern's Master's thesis research);
- Supporting the management of the desk's files and respective archives;
- Performing other duties as requested.