



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 20: Department of Management and Finance (Budget and Finance Services Section/ Treasury and Extra-Budgetary Unit)

Background:

The Department of Management and Finance (DMF) is responsible for managing the material and financial resources of the Organization. The objective of DMF is to provide efficient and effective management of non-staff resources in support of OSCE programmatic activities. It provides policy guidance on the management of OSCE financial and material resources and develops and maintains OSCE Financial Regulations and Rules and Financial Administrative Instructions. DMF consists of Budget and Finance Services, Mission Support Section, Information and Communication Technology Section and the Information Security and Co-ordination Unit.

The Budget and Finance Services Section (BFS) is responsible for co-ordinating and supporting the programme planning and budgeting process in general, including providing policy guidance and support to the Secretariat, OSCE Institutions and Field Operations. The Budget and Finance Services Section consists of the Accounts Unit, Budget Unit and Treasury and Extra-budgetary Unit.

Scope of Work:

Under the direct supervision of Extra-Budgetary Contributions Officer and the overall guidance of the Chief of the Treasury and Extra-Budgetary Unit, the selected intern will work with members of the DMF/BFS/Extra-Budgetary (ExB) Unit and will be tasked with the following duties:

- Assisting in the process of the acceptance and management of ExB pledges in line with OSCE Financial Regulations and Instructions, including:
 - drafting pledge acceptance letters for pledges received,
 - drafting receipt acknowledgement letters to donors for income received,
 - supporting the process of registration of extra-budgetary pledges and the income received into the Grant Module of Oracle,
 - supporting the process of re-allocation of funds between tasks and across projects;
- Filing and maintaining all administrative records, i.e. pledges, income receipts, and etc.;
- Assisting in performance of daily routine of ExB Unit staff members;
- Performing other related duties as requested.