



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 29: Transnational Threats Department (Co-ordination Cell)

Background:

The Transnational Threats Department (TNT Department) supports the Secretary General in functioning as the focal point of the Organization-wide programmatic activities that relate to countering transnational threats and in ensuring coordination and coherence of action across all three dimensions and among all OSCE executive structures, while respecting their mandates. The TNT Department comprises of a Co-ordination Cell, Strategic Police Matters Unit, Action against Terrorism Unit and Borders Security and Management Unit.

The Co-ordination Cell (CC) of the OSCE Secretariat's Transnational Threats Department (TNTD), and in particular its Cyber Security Officer (CSO), supports the Secretary General, the Co-ordinator of Activities to Address Transnational Threats and the OSCE Chairperson-in-Office in all cyber/ICT security related matters and acts as focal point for participating States' requests for activities enhancing cyber/ICT security. TNTD/CC supports the participating States (pS), in particular the relevant Informal Working Group (IWG), in the implementation and further development of pertinent confidence-building measures (CBMs), in line with PC Decision No 1039 (welcomed by MC Decision No. 4/12) and PC Decision No 1106 (welcomed by Ministerial Declaration No 2/13). TNTD/CC also promotes efforts of the OSCE in this thematic area at international expert meetings and liaises with internal and external partners with a view to explore potential areas of co-operation and collaboration.

Scope of Work:

Under the direct supervision of the Cyber Security Officer, the selected intern will be tasked with the following duties:

- Assisting the Cyber Security Officer and the Cyber Team within the Co-ordination Cell in performing general office support;
- Supporting the organization of conferences, meetings, webinars and performing pre- and post-event logistical arrangements, including travel;
- Collecting, compiling and summarizing relevant information on cyber/ICT security into read-outs, reports, factsheets, and etc.;
- Drafting correspondence, following up on meetings by taking meeting notes, and drafting meeting reports;
- Assisting in the timely delivery of TNTD-wide taskings;
- Performing other related tasks as requested.