



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 30: Secretariat Staff Committee

Background:

The Secretariat Staff Committee (SSC) is a committee, which represents the interests of the Secretariat's staff vis-à-vis management and assures continuous contact between management and staff.

Scope of Work:

Under the overall supervision of the Chairperson of the SSC, and in coordination with the Staff Representatives, the selected intern will be tasked with the following duties:

- Performing research and present findings on the issues dealt with by the SSC;
- Developing, maintaining and keeping task list for the SSC up to date;
- Developing, maintaining and keeping the list of staff request and staff wishes up to date;
- Maintaining the progress report of all activities where the SSC is involved;
- Assisting in drafting and preparation of quarterly, bi-annual and annual activity reports;
- Supporting the SSC team in preparation of social events and happy hours;
- Supporting the SSC team in administrative duties (i.e. reorganizing electronic files in U drive and DocIn, Archive, etc.);
- Supporting the SSC team in renewing and creating new discount agreements, special offers for staff;
- Supporting the SSC team in preparation of the content for the presentation on the info screens;
- Setting up and attending meetings of the SCC, taking minutes of the meetings and assisting in drafting reports;
- Assisting members of SSC in drafting correspondence on various issues;
- Performing other duties as requested.