



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 1 - Special Representative and Co-ordinator for Combating Trafficking in Human Beings

Background:

The Special Representative and Co-ordinator for Combating Trafficking in Human Beings (SR/CTHB) represents the OSCE at the political level on anti-trafficking issues. The Office of the SR/CTHB assists OSCE participating States in the implementation of commitments and full usage of recommendations set forth in the OSCE Action Plan to Combat Trafficking in Human Beings. The Office provides a co-ordinating function among OSCE structures and institutions involved in combating trafficking in human beings (CTHB) with a focus on the following activities: enhancing the awareness and understanding of THB across the OSCE region; policy planning and advocacy especially in the area of emerging trends of THB and effective approaches to combating THB; and direct assistance to participating States in practical and technical areas, at their request.

Tasks and Responsibilities:

Under the direct supervision of the Senior Co-ordination Adviser and the overall guidance of the SR/CTHB, the selected intern will be supporting the implementation of the OSR/CTHB's programmatic with the following duties:

- Assisting in the preparation of written materials such as briefing papers/memos/ talking points/speeches/documents/newsletters and PowerPoint presentations on specific issues related to the activities of the OSR/CTHB;
- Contributing to the preparation and organization of the OSR/CTHB conferences/events/meetings;
- Participating/note-taking at internal and external meetings and following up on associated tasks;
- Researching/compiling information on specific issues in relation to the OSR/CTHB planned and on-going activities;
- Supporting the reporting on Office's tasks/activities essential to de-brief or take stock of and follow-up on meetings, events, conferences, when necessary;
- Assisting the team in its daily activities and performing other duties such as editing/formatting files for dissemination, maintaining correspondence, translations, as requested.