



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 3 - Office of Internal Oversight/ Evaluation Section

Background:

The Office of Internal Oversight (OIO) is part of the OSCE Secretariat in Vienna, Austria. OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including field operations. The work of OIO assures the adequacy of governance, risk management, and internal control, ensures compliance with the Organization's internal control framework, and enhances performance and the efficiency and effectiveness of operations.

Tasks and Responsibilities:

Under the direct supervision of the Head of Evaluation, the selected intern will be tasked with the following duties:

- Collecting and compiling evaluation related documentation;
- Assisting with the preparation of interviews and meetings related to evaluation;
- Supporting data collection and analysis;
- Attending meetings of the evaluation team, evaluation interviews, as well as other relevant events, taking notes and preparing meeting minutes;
- Supporting the organization of interviews, workshops and conferences;
- Performing other duties as assigned.

Kindly note that the receiving Unit is not in a position to contribute towards the cost of living of its interns. Therefore, only candidates who are residents at the duty station (Vienna) will be considered.