OSCE

Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 4 - Office of Internal Oversight/ Investigation 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.

The main objective of OIO's investigative work is to establish the facts in cases of suspected fraud, corruption, abuse of OSCE resources, or other misconduct. This work may extend to examining the conduct of suppliers or implementing partners. Investigations may also serve to exonerate those wrongly suspected of misconduct.

Tasks and Responsibilities:

Under the direct supervision of the Senior Investigator, the selected intern will be tasked with the following duties:

- Administrative investigative law research of specific information from open sources;
- Participation in processing of documentation, including:
  - transcription of key statements from recordings of witness/subject interviews;
  - input and processing of data contained in documents of various formats (MS Word, Adobe PDF) into Excel files;
  - cross-verification of Excel files for quality assurance purposes;
  - investigative research and data analysis;
- Assisting with the preparation of interviews and meetings related to investigation activities;
- Performing open-source researches;
- Participating in investigations and other investigation-related tasks, as needed.

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.