



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 5 - Department of Management and Finance (Mission Support Services)

Background:

The OSCE Department of Management and Finance (DMF) is responsible for managing the material and financial resources of the Organization. The objective of DMF is to provide efficient and effective management of non-staff resources in support of OSCE programmatic activities. It also provides policy guidance on the management of OSCE financial and material resources and develops and maintains OSCE Financial Regulations and Rules and Financial Administrative Instructions. DMF consists of Budget and Finance Services, Mission Support Services, Information and Communication Technology Section and the Information Security and Co-ordination Unit.

Mission Support Section (MSS) of DMF provides the working framework for OSCE's procurement and contracting, asset management and logistics, travel management and facilities management activities. It also acts as the policy development and co-ordination point for resource administration in the OSCE's Executive Structures in other 16 countries in relation to these activities, including providing on-site assistance and technical training programmes.

Tasks and Responsibilities:

Under the direct supervision of the Chief of Asset, Logistics and Travel Support Unit, the selected intern will be tasked with the following duties:

- Performing data entries, extraction and analyses in the ORACLE ERP (focus on suppliers registration and maintenance);
- Assisting in research activities of comparative nature of policies and template documents relevant to procurement of other International Organizations;
- Assisting in elaboration of SOPs (Standard Operating Procedures) for some MSS administrative procedures;
- Assisting to Travel Cell in travel related matters (statistics, newsletter, data charts, etc.), particularly during implementation of e-travel corporate solution;
- Assisting MSS Chiefs and Deputy Director in providing logistical and clerical non-complex technical assistance using MS Office, including minutes taking and documents drafting;
- Providing technical support in execution of MSS 2022 annual work plan;
- Assisting to the Chief, Facilities Management Unit in preparing templates, data collection and preliminary analyses using MS Office;
- Preparing surveys and presentations;
- Assisting with organising MSS thematic events (procurement, travel ,transport, assets and facilities management);
- Performing other administrative duties as assigned.