



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 6 - 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. SSC is comprised of 5 staff members, all on a voluntary basis.

Tasks and Responsibilities:

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 presenting findings on the issues dealt by the SSC;
- Developing, maintaining and keeping up to date the task list for the SSC, the list of staff request and staff wishes;
- 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 on internal documentation systems);
- Supporting the SSC team to renew and create 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 and DHR;
- Taking meeting minutes and assisting in drafting reports;
- Assisting the SSC members in drafting correspondence on various issues;
- Performing other duties as assigned by SSC.

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.