



## **Organization for Security and Co-operation in Europe**

### **INTERNSHIP TERMS OF REFERENCE**

#### **TOR 8 - Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA)/ Energy Security Unit**

##### **Background:**

The **Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA)** works to strengthen security and stability in the OSCE region by promoting international co-operation on economic and environmental issues.

In the field of energy security, the Office's engagement is based on several Ministerial Council Decisions expressing the importance to increase the capacity of OSCE participating States to address a wide range of energy challenges, from the need to strengthen the resilience of energy networks to reducing the environmental footprint of energy usage, production and transport.

**Energy Security Unit** provides strategic policy advice to participating States in support of pathways to sustainable and secure energy and executes various capacity-building training and policy support activities to foster regional energy security. Amongst others, OCEEA implements projects on protecting critical energy infrastructure from man-made and natural disasters, improving the environmental footprint of energy-related activities, and promoting the role of women in the energy sector. The Office also organizes a yearly high-level strategic dialogue on energy security issues, which involves leading decision makers and strategic minds from energy companies, governments, civil society and academia in Vienna.

##### **Tasks and Responsibilities:**

Under the direct supervision of the Associate Energy Security Officer, the intern will be tasked with the following duties:

- Performing thematic or geographical research related to energy security with a focus on the energy transition and the protection of energy networks from climate risks and man-made disasters in the different OSCE sub-region;
- Assisting with the preparation of background papers, speeches, reports, factsheets, talking points, presentations and other written material on energy security and sustainability;
- Assisting in project management, project implementation and project drafting, such as with the preparation of project progress reports, project proposals/budgets and outreach material;
- Supporting the organization of energy security events, meetings, regional workshops, press conferences, and round-tables;
- Attending Economic and Environmental Committee meetings, and any other (internal or external) meetings and conferences on request, and drafting official records and writing reports;
- Performing other duties as assigned.