



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 12 - Department of Human Resources (DHR)/ HR Administration Unit

Background:

The Department of Human Resources (DHR) ensures that the OSCE has the human resources capacity necessary to successfully implement its mandates. DHR sets the policies and provides services in the areas of talent acquisition, administration of benefits and entitlements, payroll, performance management, talent development, and policy and employee relations across the Organization.

The HR Administration Unit (HR/Administration) is responsible for implementation of HR management policies of the organization, in particular through advice and HR administration for onboarding of newcomers/transfers or separations of current staff, Junior Professional Officers (JPOs) and interns; contract management; administration of benefits and entitlements, and administration of social security packages to all categories of staff funded from both, Unified Budget (UB) and extra-budgetary (ExB) resources. It provides the full range of the above-mentioned HR support services to management and staff at OSCE as first-line support for the Secretariat and Freedom of the Media (FoM), and as secondary-line support to all other OSCE executive structures. In addition, the HR Administration Unit co-ordinates the process of duty station determination with regard to family/non-family and hardship statuses. The unit also performs protocol function, related to accreditation by the host government of staff located in Vienna and issuance of OSCE IDs for all OSCE Executive Structures. In the discharge of its functions, the Unit provides advisory and consultative support to the Secretariat, Institutions and Missions.

Tasks and Responsibilities:

Under the direct supervision of the Chief, HR Administration, the selected intern will be tasked to provide assistance with revision and compilation of HR standard operating procedures, as well as migration to a new filing structure of the Unit. The specific tasks will include:

- Conducting research on the existing Standard Operating Procedures in the HRS-Administration Unit against the current Common Regulatory Management System (CRMS);
- Compiling established practices due to the update of CRMS and/or HR ERP system;
- Analysing precedents and practices throughout the Organisation and approaches of other international organisations;
- Providing administrative support to colleagues during the implementation of HR policy initiatives and operational tasks;
- Assisting in compilation and design of information packages to staff;
- Drafting report outlines and interoffice memoranda;
- Taking meeting minutes;
- Assisting with digitalization of filing/archiving of confidential and/or privileged information according to standard operating procedures;
- Performing other duties as assigned.