



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

### **INTERNSHIP TERMS OF REFERENCE**

#### **TOR 13 - Department of Human Resources (DHR)/ Talent Development 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 Talent Development Unit**, as part of the Department of Human Resources, develops and delivers learning and development activities and products to our people across the OSCE. Talent development activities include facilitation of leadership development and other programmes, campaigns on values-related culture-shaping topics, acquisition and development of e-learning, activities that enable staff to learn from each other, and innovative ways to support internal communication such as podcasts. Talent development is also responsible for the performance management process and supports team effectiveness through tailored support.

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

Under the direct supervision of the Chief, Talent Development, the selected intern will be tasked with the following duties:

- Providing support to OSCE learning activities, including organizing online meetings and workshops, maintaining databases, preparing and analyzing online surveys, providing technical support and performing other related administrative tasks;
- Developing visuals and promotional materials for selected Talent Development activities (such as announcements, checklists or guidelines) and assisting in outreach efforts taking into special consideration diversity and inclusion;
- Supporting the Talent Development Programme for Interns by organizing briefings, workshops and other relevant activities that will be advertised in a targeted newsletter for the OSCE network of interns across all Executive Structures;
- Identifying OSCE's staff learning needs and conduct research on targeted professional development opportunities from accredited platforms, organizations or entities;
- Supporting various aspects of the OSCE's Learning Management System (LMS), including testing, course management and administration;
- Supporting daily operational work and drafting correspondence on various issues;
- Performing other duties as assigned.