



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 13 - Department of Human Resources (DHR)/ Talent Acquisition 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 Acquisition Unit, as part of the Department of Human resources, is primarily responsible for the recruitment and selection of international contracted and seconded staff for the Secretariat and field operations and of general staff, temporary staff and consultants at the Secretariat. It is also responsible for outreach activities.

Tasks and Responsibilities:

Under the direct supervision of the Chief, Talent Acquisition/ Talent Acquisition Officer and the guidance of the Senior Talent Acquisition Assistants, the selected intern will be tasked with the following duties:

- Performing operational tasks, screening and long-listing, related to the application or nomination for vacant posts, and updating TALEO system accordingly;
- Preparing and co-ordinating interview boards;
- Assisting in outreach activities including creating social media posts to promote jobs at the OSCE to a variety of audiences across participating States; developing, enhancing or updating presentations including infographics, posters and PowerPoint to internal and external audiences; assisting with recruitment related events, visits and meetings with stakeholders;
- Assisting with the Internship and Junior Professional Officer programmes;
- Attending meetings of the Talent Acquisition Unit and DHR team, taking notes and writing up minutes/reports;
- Assisting in maintaining, developing, and updating Talent Acquisition databases;
- Managing recruitment mailbox;
- Performing other duties as assigned.