



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 16 - Office of the Secretary General (OSG)/ Executive Management Unit – Co-ordination team

Background:

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

The Executive Management Unit acts as a cabinet of the Secretary General, providing support on all issues related to the effective management of the Secretariat and the implementation of the Secretary General's mandate. The Director of the OSG (D/OSG) functions as the Head of Executive Management.

Tasks and Responsibilities:

The selected intern will have an opportunity to gain a broad overview of the OSCE's priorities and activities in relation to the mandate of the Secretary General, as well as the daily work of her Office. **The selected intern will work with the members of the Co-ordination team.**

Under the direct supervision of the Senior Co-ordination Adviser, the selected intern will be tasked with the following duties:

- Preparing various files/documents on the administrative matters;
- Supporting with the Programme's budget related expenses and inputs;
- Supporting collecting and consolidating various inputs and data from different Units/Sections;
- Attending meetings, taking meeting minutes, drafting reports and readouts when requested;
- Assisting the team in its daily activities;
- Performing other duties as assigned.