



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

### **INTERNSHIP TERMS OF REFERENCE**

#### **TOR 17 - Office of the Secretary General (OSG)/ Office of Legal Affairs**

##### **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 Office of Legal Affairs** manages requests for legal advice OSCE-wide with respect to public international law, financial and contractual matters, and legal issues related to the structure and activities of the OSCE. The Office also develops and strengthens the overall regulatory framework of the OSCE and advises on its implementation, including with respect to international civil service law.

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

Under the general supervision of the Head of the Office of Legal Affairs and with guidance from senior legal officers, the intern will be tasked with the following duties:

- Performing extensive legal research in the OSCE internal database and documents as well as in other publicly available sources, with a view to facilitating the preparation of legal opinions, studies, reports, memoranda, agreements or other documents by the Office of Legal Affairs team;
- Analyzing the findings of the research tasks assigned;
- Participating in meetings of the OSCE structures and reporting on discussions at those meetings, with particular emphasis on the legal questions;
- Performing other duties as assigned.