



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 18 - Office of the Secretary General (OSG)/ Communication and Media Relations Section

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 Communication and Media Relations Section (COMMS), as part of the Office of the Secretary General, promotes awareness and understanding of the OSCE's work key audiences by working with the media, developing outreach materials and programmes, and using all available tools and channels to increase visibility and engagement. The goal is to improve awareness for the OSCE and understanding of the unique role the Organization play with key audiences.

COMMS work daily on a wide variety of topics from promoting the OSCE's work on transnational threats like terrorism, economic security and countering the trafficking in human beings, to interacting directly with the 16 OSCE Field Missions to promote their work. COMMS is always looking for creative and impactful ways to communicate the OSCE's value. This makes an internship with COMMS a very enriching experience for young professionals willing to get a broad understanding of the work of the OSCE, while being encouraged to share their ideas and getting a chance to work on innovative communications approaches.

Tasks and Responsibilities

Under the supervision of two Communications Officers, the selected inters will be tasked with the following duties:

- Developing and publishing engaging content for the OSCE social media channels and the OSCE website;
- Assisting with audio/video activities, such as photography or recording videos;
- Assisting with the production of graphics and infographics;
- Assisting with the preparation, co-ordination and holding of press conferences and other media events;
- Assisting with the OSCE's Visitors' groups programme;
- Updating and maintaining the media contacts database;

- Conducting media monitoring;
- Performing other duties as assigned.