



## Organization for Security and Co-operation in Europe

### INTERNSHIP TERMS OF REFERENCE

#### TOR 21 - Office of the Secretary General (OSG)/ Conference and Language Services

##### **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.

**Conference and Language Services**, as part of the OSG, provides professional support to the decision-making bodies of the OSCE and the respective delegations on matters dealing with the organization of meetings, including interpretation and translation, documents control, editing and word processing services.

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

Under the supervision of Senior Language Services Assistant and Administrative Secretary, the selected intern will be tasked with the following duties:

- Drafting schedules for the weekly assignments of the interpreters and translators;
- Preparing lists for Hofburg Security, Documents Distribution and the Commissary;
- Assisting in confirming/cancelling options of the interpreters and translators;
- Performing other duties as assigned.

*Kindly note that the receiving Unit is not in a position to contribute towards the cost of living of its interns. Therefore, only candidates who are residents at the duty station (Vienna) will be considered.*