

**Organization for Security and Co-operation in Europe** ENGLISH only

**Vacancy Notice Number:** VNSECC01438  
**Vacancy Type:** Intern  
**Field of Expertise:** Various  
**Post Title:** Generic Internship  
**Grade:**  
**OSCE Mission/Institution:** OSCE Secretariat  
**Duty Station:** Vienna  
**No. of Positions:** 30  
**Date of Entry on Duty:** 02-Sep-2019  
**Vacancy Notice Issue Date:** 28-Jun-2019  
**Deadline for Application:** 25-Jul-2019

**Background:**

With 57 participating States in North America, Europe and Asia, the OSCE – the Organization for Security and Co-operation in Europe – is the world’s largest regional security organization. The OSCE works for stability, peace and democracy for more than a billion people, through political dialogue and through practical work to build and sustain peace and stability. The OSCE takes a comprehensive approach to security encompassing three dimensions - the politico-military, the economic and environmental, and the human.

The OSCE Secretariat is looking for qualified candidates to carry out internships for 3-6 month periods as of September 2019 in both administrative and programmatic areas.

What can the OSCE’s internship programme offer you?

- The chance to learn about the day-to-day working environment of the OSCE and about the Organization’s mandate;
- The opportunity to develop your professional skills and gain practical working experience in a multi-national environment;
- The chance to meet many professionals and benefit from their knowledge and mentorship;
- The opportunity to meet and link-up with like-minded young professionals.

Please note that OSCE internships are full-time (40 hour week).

**Tasks and Responsibilities:**

Each receiving Unit/Section established tailored terms of reference (ToR) for the intern selected to join their teams. The online application platform will give you the opportunity to list up to 3 preferred assignments.

To give you an idea of what kinds of assignments you can expect, we have listed some typical day-to-day duties which interns perform in our different departments:

1. Drafting research papers, policy reports, concept papers, and other written materials such as briefing papers/memos/talking points/speeches/documents/newsletters/presentations;
2. Assisting in project management and implementation such as the preparation of project proposals/budgets, and compiling Project Progress reports for donors;
3. Conducting thematic research, assisting with the revision legal documents and with the preparation of legal opinions, assisting with media monitoring, or conducting surveys and/or financial analyses;

4. Supporting communication-related events/outreach activities such as website updates, putting together booklets and leaflets and creating audio-visual content for social media.
5. Supporting the organization of events, meetings, regional workshops, press conferences, round-tables and other conferences, etc.;
6. Attending meetings of the OSCE decision-making and OSCE-related bodies, taking minutes, drafting official records and writing reports;
7. Supporting daily operational work in our administrative departments such as human resources (e.g. in learning & development/learning management system/e-learning), financial services, supply chain/travel management/procurement activities, information and communication technology);
8. Assisting senior managers in preparing for trips, bi-lateral meetings and country visits by compiling background documents, dealing with logistic arrangements and communicating with a range of OSCE internal and external stakeholders.

For more detailed information on the structure and work of the OSCE Secretariat, please see:  
<http://www.osce.org/secretariat>.

We also recommend you to visit <https://jobs.osce.org/internships>, where you can find a video created by former interns and recently presented webinar.

### **Necessary Qualifications:**

- You should be under the age of 30;
- You should be in your final year of higher education at graduate or postgraduate level or within two years after graduation by the deadline of the vacancy.
- You should be professionally fluent in English, both oral and written, and have the ability to communicate clearly and concisely (interviews will be conducted);
- You should bring along high motivation, open-mindedness, and flexibility;
- You should be able to establish and maintain effective working relations with people of different national, cultural and religious backgrounds whilst maintaining impartiality and objectivity;
- You should be aware of the importance of integrating a gender perspective into tasks and activities;
- You should be able to operate a computer, with familiarity of Microsoft Office applications, (Excel spreadsheets, PowerPoint, word processing and e-mail).

### **Assets:**

- Previous work experience in a relevant field;
- Organizational, multi-tasking and analytical skills; drafting skills;
- Knowledge of other OSCE official languages, especially Russian.

### **Remuneration Package:**

Please note that in line with other international and multilateral organizations, the OSCE does not provide remuneration or reimbursement for travel expenses. However, selected interns who are non-residents of Vienna may be eligible for a stipend to contribute towards their living costs in Vienna.

The internship lasts three (3) to six (6) months and does not constitute a commitment to future employment with the OSCE.

Should the selected intern not have already existing health insurance applicable to the duty station, he/she will participate in the group health insurance scheme at his/her own expense, but the OSCE will cover life and disability insurance.

Please note that some nationals may require a D-visa in order to work at the OSCE Secretariat, if selected for the internship, the OSCE will assist you with a support letter.

**Please visit [jobs.osce.org/internships](https://jobs.osce.org/internships) to find a pdf listing Terms of Reference (ToRs) listing potential available opportunities for the next internship cycle starting September 2019.**

**Upon visiting the ToRs and determining your interest, please list your top three preferences on your cover letter and use filter questions when completing your application online.**

**You can also watch our webinar on Internship Opportunities at the OSCE on [jobs.osce.org/webinars](https://jobs.osce.org/webinars) for more info. If you meet the above requirements and wish to apply for this internship opportunity, please use the OSCE's online application link found under <https://jobs.osce.org/vacancies>. Please mention your availability dates in the cover letter.**

**Only those applicants who are selected to participate in the subsequent stages of recruitment will be contacted.**

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/states>.**

**The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, or offer an internship with modified terms of reference or a different duration.**

**The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.**

**Please be aware that the OSCE does not request payment at any stage of the application and review process.**