



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECC00740
Vacancy Type: Intern
Field of Expertise: A&S GENERAL ADMINISTRATION
Post Title: INTERNSHIP, CONFLICT PREVENTION CENTRE
Grade:
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 16-Jan-2013
Deadline for Application: 31-Jan-2013

Background:

The Conflict Prevention Centre (CPC) supports the OSCE's activities in the field and is the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

The Policy Support Service (PSS) serves as the Organization's primary point of contact on all matters concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the Secretary General (SG) and the Chairmanship on related policy issues. It also analyses early-warning signals regarding the situation in the field and recommends the implementation of relevant preventive or reactive action. Support provided to the SG and the Chairmanship includes background information, policy support and advice, draft decisions, draft statements and summary records. PSS facilitates the co-ordination of programmes and activities among field operations and with those of OSCE specialized units within the Secretariat and Institutions and assists field operations in the Performance-Based Programme Budgeting (PBPB) process.

The PSS is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the Caucasus and Central Asia.

Tasks and Responsibilities:

The Caucasus Desk is looking for an internship candidate who will work with all members of the team under the guidance of the Senior Policy Support Officer, and will be tasked with the duties outlined below.

- Developing/updating background papers as assigned (on a rolling basis)
- Assisting in preparations for a workshop of experts
- Compiling and consolidating materials for trip files for visits of OSCE officials to the region
- Attending the weekly meeting of the Conflict Prevention Centre
- Performing other duties such as assist with administrative tasks as assigned

Necessary Qualifications:

- Applicants should be under the age of 30 on the day of the deadline and from an OSCE participating State;
- Students in the final year of higher education (university or other accredited institution) at graduate or postgraduate level, i.e. within one year of graduation, or recent graduates or postgraduates, with a background in history, security studies, political sciences, international relations or related subject;
- Some work experience in the field of international relations or security would be an asset;
- Professional fluency in English and Russian with excellent communication and writing skills;
- Strong analytical, research and drafting skills;
- Good organizational skills with ability to process and classify information quickly and efficiently;
- Excellent IT knowledge, familiarity with Microsoft Office and Internet applications;
- Ability to establish and maintain effective working relations with people from different national and cultural

backgrounds, whilst maintaining impartiality and objectivity.

Remuneration Package:

The OSCE is not in a position to pay any remuneration or cover any expenses incurred by the intern during his/her stay in Vienna nor reimburse travel expenses.

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

The selected intern will participate in the group health insurance scheme at his/her own expense but the OSCE will cover life and disability insurance.

If you meet the above requirements and wish to apply for this internship opportunity, please use the OSCE's online application link found under <http://www.osce.org/employment>

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/who/83>

The OSCE is committed to achieving a better balance of women and men within the Organization.

No application fees or information with respect to bank account details are required by OSCE for our recruitment process.