



## Organization for Security and Co-operation in Europe

**Vacancy Notice Number:** VNSECC00743  
**Vacancy Type:** Intern  
**Field of Expertise:** A&S GENERAL ADMINISTRATION  
**Post Title:** INTERNSHIP, PRAGUE OFFICE  
**Grade:**  
**OSCE Mission/Institution:** OSCE Prague Office  
**Duty Station:** Praha 6, Czech Republic  
**No. of Positions:** 2  
**Date of Entry on Duty:** 01-Mar-2013  
**Vacancy Notice Issue Date:** 28-Jan-2013  
**Deadline for Application:** 12-Feb-2013

### Background:

Please note that the OSCE is not in a position to pay any remuneration or cover any living expenses incurred by the intern during his/her stay in Prague nor reimburse travel expenses.

The OSCE Prague Office plans to complete the digital processing of several archival collections that need to be integrated into the OSCE central database, as well as check and update a number of its registries, early this fall 2012. In parallel, the documentation section of the Office intends to focus on thematic collections and finding tools used by staff and researchers alike.

The selected interns will join the 4-member information and documentation team and will be made familiar with the evolution and institutional development of the organization through a comprehensive overview of CSCE/OSCE major events, (as reflected in the archive structure). Interns will be further introduced to the process of digitizing paper documents and applying metadata, as well as registering digital files using basic record management and archiving principles. Once these practices are well acquired, interns will be able to assist visiting researchers, identify and retrieve substantiating documents and assist staff in their daily tasks. They may also engage in a personal project related to the OSCE field operations.

### Tasks and Responsibilities:

The interns will work closely with the Senior Assistant for Documentation and Information and be tasked with the following major activities:

- Identifying documents by content, substance, type, and appraisal criteria, using ID codes to complete existing registries and combined query criteria;
- Digitizing selected hard copy documents, using Optical Character Recognition software and renaming series of conference and historical documents (this includes following standard naming protocol principles);
- Quality control of the digital processing of hard copy documents and applying metadata values;
- Preparing an action plan for the in-depth inventory of historical record to be initiated in spring 2013;
- Revisiting and re-organizing selected thematic (topical) collections made available to researchers.

In addition to the above, interns will be given the opportunity of:

- engaging in a personal project pertaining to a specific OSCE commitment or to activities carried out by OSCE field operation(s) and/or institutions;- taking part and/or intervening during general presentations offered by the Prague Office to visiting groups of students;- attending a meeting of the Permanent Council and visiting the OSCE Secretariat in Vienna (travel costs and overnight stay covered by the Prague's Office).

Training and access to the OSCE internal resources will be ensured by designated staff:

All tasks will be clearly explained and background information provided on the overall OSCE Regulatory Management Framework, including the staff instruction governing Internships at the OSCE, as well as an overview of the historical evolution of the CSCE and the basic record management principles.

IT training will be provided and access to:- an OSCE official e-mail account, the OSCE documents management system

(DocIn), Conference Services Archive System database and the Reference Library database

### **Necessary Qualifications:**

- Upper age limit for applicants (at the deadline date of the vacancy) is 30 years of age; national of an OSCE participating State;
- First level university degree in history, political science, international relations or a related field;
- Ability to work independently and efficiently within a small team;
- Professional fluency in English and/or Russian with excellent communication skills; knowledge of other OSCE working languages would be an asset;
- An inquisitive mind, good analytical and organizational skills; ability to pay attention to detail;
- Advanced computer skills, including proven experience with Microsoft WP and Excel spreadsheets;
- Ability to work in a team and establish and maintain effective working relations with people of different national and cultural backgrounds..

### **Remuneration Package:**

The internship lasts three to four (3-4) months 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 accidental 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.**