



## Organization for Security and Co-operation in Europe

### Vacancy Notice for Internships

**Post title (grade/level):** Internship with *Democratization*

**Organization name:** OSCE Mission to Montenegro

**Location:** Podgorica

**Duration:** 6 months

**Closing date of application:** 10<sup>th</sup> May 2014

**Please note that the OSCE is not in a position paying any remuneration during the period of internship nor reimburse travel expenses. Some compensation towards the cost of living may be offered to interns who do not reside in the place of assignment.**

#### **Background**

The OSCE Mission to Montenegro is looking for a Democratization Programme Intern.

#### **Task and Responsibilities:**

The selected intern will have the opportunity to gain an overview/familiarize her/himself with different democratization issues. Under the overall supervision of the Programme Manager/Democratization the intern will be requested to carry out the following duties.

1. Provide assistance in the design and implementation of Mission projects related to gender, minorities and civil society issues;
2. Assist in drafting analytical reports, project related reports, action plans and budgets as requested and in line with the Democratization Programme's mandate;
3. Maintain communication with local and international counterparts and interlocutors on programme related activities as agreed with Programme Manager;
4. Provide assistance in arranging study trips, seminars and meetings with local and international interlocutors;
5. Assist in organising, managing and monitoring projects tasks and activities;
6. Perform other duties as required.

#### **Necessary Qualifications:**

- Be at least 19 years old and have completed two years of full-time studies from an accredited institution or have completed a first or advanced degree in a field relevant to the OSCE's mandate no longer than two years ago by the date of the deadline of the vacancy notice;
- Professional fluency in English with excellent communication skills. Knowledge of another OSCE working languages would be an asset;
- Strong analytical, research and drafting skills;
- Good organizational skills with ability to process and classify information quickly and efficiently;
- Previous experience in working for international organizations/internships or in a diplomatic service, as well as knowledge of gender and other democratization issues would be an asset;
- 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 nor reimburse travel expenses.

The selected intern may participate in the group health insurance scheme at his/her own expense, but the OSCE will cover life and accident/disability insurance. If the intern opts to arrange his/her own medical coverage, he/she shall provide evidence of medical coverage for the duty station he/she applies to, and for any eventual duty trip destinations.

The internship does not constitute a commitment to future employment with the OSCE.

Please apply not later than 10<sup>th</sup> May 2014 by sending the OSCE application [http://www.osce.org/employment/application\\_form.rtf/](http://www.osce.org/employment/application_form.rtf/) or CV/and cover letter with references via e-mail to [recruitment.OMIM@osce.org](mailto:recruitment.OMIM@osce.org). The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, or offer an internship with modified terms of reference or a different duration.

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

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