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 [Applications to OSCE](#) |
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 [Navigator](#) |
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 [Applications to participating State](#)

[OSCE Vacancies >](#)
[Vacancy VNSECC00921](#)

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Description

Job Title **Internship at the OSCE Prague Office**
 Location **Prague**
 Organization Name **Office of the Secretary General, Prague Office**
 Grade
 Closing Date of application **31-08-2014**
 No. of Posts **1**
 Background

The OSCE Prague Office plans to continue with the inventory of its archival holdings during 2014. This record audit will entail checking and updating a number of the registries, logs and indexes according to the actual physical holdings deposited in the archives.

The selected intern will join the 4 member information and documentation team of the Prague Office, 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 structure of the CSCE - OSCE historical archives). The intern will be further introduced to record management principles, archiving procedures - digitizing paper documents, and applying metadata, as well as auditing digital files using established archiving principles. In addition, the intern will be encouraged to engage in a personal project with a view to diversifying his/her activities.

Tasks and Responsibilities

The intern will work closely with the Archivist 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;
- Checking content of digitized files against paper documents and making necessary adjustments to existing registries;
- Quality control of the digital processing of hard copy documents and applying metadata values;
- Following an action plan for the in-depth inventory of historical records;
- Updating and re-organizing selected thematic (topical) collections made available to researchers;

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

- engaging in a personal project related to documentation, archives and open access to digital data;
- participating or making interventions during general presentations offered by the Prague Office to visiting groups of students.

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.

Access and IT training will be provided to an OSCE official e-mail account, the OSCE documents management system (DocIn), Conference Services database and the Reference Library database

Necessary Qualifications

- Applicants should be under the age of 30 at the time of the deadline date and be a national of an OSCE participating State;
- First level university degree in information sciences or history or a related field;
- Professional fluency in English 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, as well as usage of open text databases;
- Ability to work independently and establish and maintain effective working relations in a small team with people of different national and cultural backgrounds.

Remuneration Package

The internship lasts 3 months and does not constitute a commitment to future employment with the OSCE.

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

The OSCE is not in a position to either pay any remuneration nor cover any travel expenses incurred by the intern. However, selected interns who are non-residents of Prague may be eligible for some compensation towards their livings costs in Prague.

How To Apply

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 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.

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