



International Organization for Migration (IOM)
The UN Migration Agency

Vienna, 21 February 2018

INTERNSHIP

Duty Station: Vienna, Austria

Duration: 3 months (1 April 2018 – 30 June 2018), 100%

Monthly Sustenance Allowance: EUR 400

Application Deadline: 4 March 2018

The Internship Programme of the IOM Country Office for Austria provides individuals an opportunity to support the work of the organization and to gain a better understanding of IOM's activities and objectives while obtaining practical experience.

Subject to the overall responsibility of the Head of Office and under the direct supervision of the Head of the Department for Assisted Voluntary Return and Reintegration, the incumbent will contribute to the activities related to Assisted Voluntary Return and Reintegration (AVRR) projects of the IOM Country Office for Austria.

Tasks of the intern include:

- Assisting in the implementation of activities and operational procedures of AVRR projects, including drafting and editing narrative reports
- Assisting in drafting and editing project newsletters and brochures
- Assisting in translating project related documents
- Assisting in the preparation of situational and statistical reports on activities as assigned
- Attending meetings and conferences related to the assigned working areas, as well as taking minutes
- Providing support in organizing IOM events
- Other duties as may be assigned by the Supervisor and the Head of Office



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The IOM Internship Programme targets young, talented undergraduate and graduate students who wish to gain practical experience in a field relevant to the Organization through their full involvement in daily working activities in migration-related areas and/or in public international administration.

Desirable Qualifications:

- Relevant studies (preferably sociology, social anthropology, political science, development studies, economics or a related field) with a strong interest in migration
- Excellent oral and written command of English and German;
- Oral and written command of Dari, Pashto and/or Farsi an asset
- Excellent command of MS Office
- Knowledge of the Austrian and EU migration and asylum policies and actors an asset
- Work experience with an international organization an asset
- Strong social and intercultural skills
- Excellent interpersonal and communication skills, strong personal commitment
- Ability to work independently and in a team on the assigned tasks
- Ability to meet tight deadlines
- Excellent attention to detail

Candidates should send a letter of interest and a CV to avrr.vienna@iom.int. Please submit your application by Sunday, 4 March 2018. Please note that only short listed candidates will be invited to an interview.

IOM Country Office for Austria

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