

INTERNSHIP – KOREA VISA APPLICATION CENTER (KVAC)

POSITION TITLE

KVAC Intern

LOCATION

IOM Country Office for Austria

RESPONSIBLE TO THE

Team Leader of the Korea Visa Application Centre (KVAC)

GENERAL INFORMATION

- The duration of the internship is three months (with the possibility of extension to a maximum of nine months);
- The internship is on a full-time basis with 39,3 hours per week;
- Interns are granted a Monthly Subsistence Allowance (MSA) of approximately EUR 710 for 2024 on a full-time basis;
- Interviews with IOM staff are conducted at the office in Vienna or virtually;
- Costs and arrangements for travel to the duty station upon commencement and conclusion of the internship, visas and all related expenses are the responsibility of interns and/or their sponsoring institutions;
- Only shortlisted candidates will be contacted.

REQUIREMENTS

- Student or graduate; preferably in colleague of Humanities and Social Sciences or similar.
- Ability to work effectively and harmoniously in an international team.
- High level of computer literacy in standard MS Office products with specific proficiency in MS Excel.
- First experience with customer service and/or assistance to public
- Fluent knowledge in spoken and written German and English. Knowledge of Korean is an advantage.

SPECIFIC DUTIES

- Assist the KVAC team on daily activities, including but not limited to receive and sort visa applications delivered by post, passport, and document logistics, ordering visa application supporting documents according to relevant checklist, conducting document completeness checks for simple visa types.
- Assist the KVAC team with communications to the beneficiaries, following the standard operating procedures in place, including contacting visa applicants for missing documents or for passport collection.

- Attend project meetings and training sessions with the project coordinator and other KVAC teams (Berlin, Paris, London, and Hague).
- Assist the KVAC team with the preparation of daily, weekly, and monthly reports.
- Undertake any other task that may be assigned.

International Organization for Migration (IOM)

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM works with its partners in the international community to assist in meeting the growing operational challenges of migration, advance understanding of migration issues, encourage social and economic development through migration and uphold the well-being and human rights of migrants (for further information please visit <https://www.iom.int>).

IOM Country Office for Austria

The main responsibility of the IOM Country Office for Austria is to analyse national migration issues and emerging trends to develop and implement projects and programmes to address these. The Country Office for Austria includes six units: the Assisted Voluntary Return and Reintegration Unit; the Counter-Trafficking Unit; the Integration / Labour Mobility & Social Inclusion Unit; the Operations Unit; the Policy Research and Migration Law Unit; and the Resource Management Unit (for further information please visit <https://www.austria.iom.int>).

Context

In support of the Embassy of the Republic of Korea (ROK) in Berlin, Germany, IOM will be providing administrative visa-related services among five Visa Application Centers in all Europe, aimed at making the visa application process more timely and convenient. Working under the overall direction of the Chief of Mission, and under the direct supervision of the Team Leader of the Korea Visa Application Centre (KVAC), the intern will assist with the daily operational activities of the KVAC.