



International Organization for Migration (IOM)
The UN Migration Agency

Vienna, 22 July 2020

INTERNSHIP

Duty Station: Vienna, Austria

Duration: 3 (or 4) months, 1 September 2020 to 30 November 2020 or 31 December 2020 respectively (100%)

Monthly Sustenance Allowance: EUR 612

Application Deadline: 9 August 2020

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 Assisted Voluntary Return and Reintegration Unit, 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;
- Assisting in drafting and editing project newsletters, brochures and narrative reports;
- 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 AVRR events;
- Assisting in research activities associated with the implementation of AVRR projects;
- Other duties as may be assigned by the AVRR team and/or the Head of the AVRR Unit.

IOM Country Office for Austria

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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 and/or Pashto 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 iomviennacohr@iom.int. Please submit your application by Sunday, 9 August 2020. Please note that only short-listed candidates will be invited to an interview.

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