

Vienna, 10 November 2022

INTERNSHIP

Duty Station:	Vienna, Austria
Duration:	4 months – 01 January 2023 to 30 April 2023 (100%)
Monthly Sustenance Allowance:	EUR 664,80 (full-time basis, 100%)
Application Deadline:	30 November 2022

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 as well as administrative procedures of AVRR projects;
- Assisting in drafting and editing project newsletters, brochures, narrative reports and guidelines;
- Assisting in translating and proofreading of project related documents (English/German/English);
- 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;
- Assisting in the conduct of (virtual) trainings;
- Other duties as may be assigned by the AVRR team and/or the Head of the AVRR Unit.

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 Farsi, French and/or Arabic an asset;
- Excellent command of MS Office;
- Affinity for IT and competent handling of virtual events an asset;
- 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 iomviennacoeh@iom.int. Please submit your application by Wednesday, 30.11.2022 the latest. Please note that only short-listed candidates will be invited to an interview.