

INTERNSHIP – ASSISTED VOLUNTARY RETURN AND REINTEGRATION (AVRR) UNIT

POSITION TITLE

Intern

LOCATION

IOM Country Office for Austria

RESPONSIBLE TO THE

Head of Assisted Voluntary Return and Reintegration Unit

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;
- Interviews with IOM staff are conducted at the office in Vienna or, if not otherwise possible, 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

- Minimum Bachelor Level Degree in Political Science, International Relations, Migration Studies, Law, Social Science or related fields.
- Excellent oral and written command of German and English;
- Oral and written command of other languages are an asset;
- Affinity for IT and competent handling virtual events are an asset;
- Comprehensive knowledge of migration and asylum governance in Austria and the EU;
- Work experience with an international organization is an asset;
- Strong social and intercultural skills;
- Excellent interpersonal and communication skills, strong personal commitment.

SPECIFIC DUTIES

The AVRR intern in the IOM Country Office for Austria will mainly perform duties related to the implementation of country-specific return and reintegration projects.

The main responsibilities are:

- Assisting in project related administrative and operational activities;
- 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;
- 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.

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 Labour Mobility and Social Inclusion Unit; the Operations Unit; the Policy Research and Migration Law Unit; and the Resource Management Unit (for further information please visit <https://austria.iom.int>).

The Assisted Voluntary Return and Reintegration Unit

Assisted voluntary return and reintegration (AVRR) programmes are a core activity of IOM and provide vital assistance worldwide to thousands of migrants every year who seek, or need, to return home but lack the means to do so. Building on many years of experience and a global network of offices and partners, IOM's AVRR activities range from the preparation of the return journey to the provision of reintegration assistance in the countries of origin. The programmes promote international dialogue and cooperation between host countries and countries of origin. In Austria, IOM offers logistical return assistance as well as a number of target-group specific reintegration projects (for further information please visit <https://austria.iom.int/assisted-voluntary-return-and-reintegration-avrr>).