



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

POSITION TITLE

Intern-Media at the IOM Country Office for Austria

LOCATION

Vienna – Country Office

RESPONSIBLE TO

Head of Research and Migration Law Department

REQUIREMENTS

University studies in Law, Social Science, Political Science or related topics. Excellent command of German and English, excellent style in writing as well as comprehensive knowledge about migration aspects in the EU are prerequisites for a successful candidacy. Experience in media and research as well as knowledge of other languages is a distinctive advantage.

SPECIFIC DUTIES

The main responsibility of the Media Intern of the IOM Country Office for Austria is daily media monitoring conducted within the Research and Migration Law Unit. Currently, the main project of the Research and Migration Law Unit is the Austrian National Contact Point within the European Migration Network (EMN), which has been located at the IOM Country Office for Austria since 2003. The Media Intern archives Austrian media articles on migration and asylum topics and prepares daily, weekly, monthly and other periodic press reviews according to the needs of the Department.

Further duties of the intern are:

1. Support the IOM Country Office for Austria in collecting information on migration and asylum related issues and in compiling research reports.
2. Collect information on relevant publications, stakeholders and legal information.
3. Assist the IOM Country Office for Austria in handling incoming requests for information and support regarding migration and asylum in Austria.
4. Translate any texts from German to English and English to German.
5. Administrative support in the planning, organisation and implementation of projects, conferences and the network.
6. When requested and in relation to other general tasks, attend meetings, seminars, workshops and take notes for the file.
7. Perform any other tasks that may be assigned.

GENERAL INFORMATION

The minimum duration of the internship is 3 months with 40 hrs work per week. The internship is remunerated with an amount of 400 € per month. Interviews are conducted at the office in Vienna or if not otherwise possible, by Skype. Travel costs cannot be reimbursed by the IOM Country Office for Austria. Only shortlisted candidates will be contacted.