



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

POSITION TITLE

Intern-Research 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. Comprehensive knowledge about migration and asylum in Austria are prerequisites for a successful application. Proven experience in research and excellent writing style are also required. Excellent command of German and English, knowledge of other languages is an advantage.

SPECIFIC DUTIES

The main responsibility of the Research Intern of the IOM Country Office for Austria is to assist in research work conducted in the framework of the European Migration Network (EMN) – currently the main project of the Research and Migration Law Unit of the IOM Country Office for Austria. Furthermore, the Research Intern assists in the research work in the field of Migration Law and is also able to draft parts of the studies independently.

Further duties of the Intern are:

1. Assist the IOM Country Office for Austria in looking after the IOM Library. The main task is to include already existing and new publications in the online database.
2. Assist the IOM Country Office for Austria in handling incoming requests for information and support regarding migration and asylum in Austria.
3. Translate any texts from German to English and English to German.
4. Administrative support in the planning, organisation and implementation of projects, conferences and the network.
5. When requested and in relation to other general tasks, attend meetings, seminars, workshops and take notes for the file.
6. 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.