

INTERNSHIP – POLICY RESEARCH AND MIGRATION LAW (PRML) UNIT

POSITION TITLE

Intern

LOCATION

IOM Country Office for Austria

RESPONSIBLE TO THE

Head of Policy Research and Migration Law Unit

GENERAL INFORMATION

- The duration of the internship is six 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;
- Interns are granted a Monthly Subsistence Allowance (MSA) of approximately EUR 710 for 2023 on a full-time basis;
- 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;
- Affinity for IT and competent handling virtual events are an asset;
- Comprehensive knowledge of migration and asylum governance in Austria and the EU as well as a solid understanding of the academic discourse;
- Proven experience in research and excellent writing skills;
- 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 Intern at the Policy Research and Migration Law Unit in the IOM Country Office for Austria will mainly perform duties related to the implementation of the project “National Contact Point Austria in the European Migration Network (EMN)”. The main responsibilities are:

- **Contributing to research:** the intern independently conducts desk research, literature reviews and thereby contributes to research outputs as requested (approx. 30%);
- **Editing, proof reading and translation:** the intern supports the team with reference management, editing, proof reading and translation German/English (approx. 30%);

- **Event management:** the intern assists the team in the planning, organization and implementation of conferences, workshops and other events (approx. 20%);
- **IOM Library:** the intern assists with the IOM Library management by including new publications in the online database and organizing the loan system (approx. 10%);
- **Other responsibilities** (approx. 10%): the intern attends internal and external meetings upon request and performs any other related tasks that may be assigned.

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 Integration / Labour Mobility & 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 Policy Research and Migration Law Unit / EMN Austria

The main project of the Policy Research and Migration Law Unit is the work as the National Contact Point Austria in the European Migration Network (EMN). The EMN was set up in 2003 by the European Commission on behalf of the European Council in order to satisfy the need for a regular exchange of reliable information on migration and asylum-related issues at European level. In 2003 the IOM Country Office for Austria was nominated as National Contact Point Austria by the Austrian Federal Ministry of the Interior.

The objective of the EMN is to meet the information needs, of Community institutions and of Member States' authorities and institutions on migration and asylum, by providing up-to-date, objective, reliable and comparable information on migration and asylum, with a view to supporting policymaking in the European Union in these areas and to providing a factual basis for current discussions. The EMN responds to information needs through reports, studies, Ad-Hoc Queries, so called "EMN Informs" and other outputs. The EMN analyses and synthesizes such information and organizes events to foster exchange between policy makers, experts and the general public (for further information please visit <https://www.emn.at/en/>).