



---

IOM International Organization for Migration  
IOM Nemzetközi Migrációs Szervezet

## **Operations Internship with IOM Budapest**

The International Organization for Migration (IOM) in Budapest is currently seeking applicants for an unpaid, full-time internship position for a minimum of 3 months, with the possibility of extension. The intern will be providing general administrative support to the Operations Department in order to facilitate the implementation of IOM's Assisted Voluntary Return and Reintegration projects, and related activities. The deadline for application is 15 February 2013, with a start-date of 1 March 2013.

### **General Functions**

Under the overall supervision of the Chief of Mission and the direct supervision of the Head of the Operations Department, the incumbent shall assist with the administrative support of the Operations Department in the following capacities:

- 1) Keep contacts with relevant counterparts and beneficiaries;
- 2) Provide general information on IOM projects to beneficiaries;
- 3) Keep and update the filing system, maintain and monitor daily statistics;
- 4) Liaise and coordinate with IOM Operations Staff at the airport;
- 5) Liaise and communicate with external partners, such as Embassies, state authorities, airline companies, etc.
- 6) Communicate as needed with other IOM Missions;
- 7) Perform daily errands related to Operational activities;
- 8) Provide interpretation and translation as required;
- 9) Draft reports and provide input, as instructed by Operations staff or the Program Manager responsible for the supervision of operations;
- 10) Perform any other duties which may be assigned by the IOM Operations staff.

### **Requirements**

High school diploma is required.

Fluency in English and Hungarian is required; knowledge of other languages is considered an asset.

General computer literacy is required.

### **Applications**

Applicants are kindly requested to send their CV and a cover letter in English to IOM Budapest ([iombudapest@iom.int](mailto:iombudapest@iom.int)) and IOM Budapest HR ([iombudapesthr@iom.int](mailto:iombudapesthr@iom.int)) by 15 February 2013, with a start-date of 1 March 2013. Please note that only short-listed candidates will be contacted.

### **Duration:**

Internships can last from three months to maximum six months. The initial contract can be renewed, provided that the overall duration does not exceed six months.

### **Notice**

Either party may terminate internship contracts before the expiration date, giving one week's notice in writing.

### **Conditions**

Internship positions are unpaid and interns are expected to be covered by their own medical and accident insurance.