



IOM International Organization for Migration

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 January 2013, with a start-date of 21 January 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) Liaison and coordinate with IOM Operations Staff at the airport;
- 5) Communicate as needed with other IOM Missions;
- 6) Perform daily errands linked to Operation duties;
- 7) Provide interpretation and translation as required;
- 8) Draft reports and provide input, as instructed by Operations staff or the Program Manager responsible for the supervision of operations;
- 9) 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.

Average computer skills are required.

Applications

Applicants are kindly requested to send their CV and a brief cover letter in English to IOM Budapest (iombudapest@iom.int) and IOM Budapest HR (iombudapesthr@iom.int) by 15 January 2013, with a start-date of 21 January 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.