



IOM International Organization for Migration

Project Development and Fundraising Internship with IOM Budapest

The International Organization for Migration (IOM) Project Development and Implementation Unit (PDIU) is seeking a Project Development and Fundraising Intern for a full-time, three- or six-month commitment to work at the IOM Office in Budapest starting 21 January 2013.

Responsibilities:

- 1) Research migration issues within Hungary and within the region to assist with project development activities;
- 2) Monitor and search for project funding opportunities;
- 3) Assist with drafting, and editing project proposals;
- 4) Assist with preparing and finalizing project proposal submission packages to donors;
- 5) Assist with implementation of projects, including assistance with organizing conferences and other events;
- 6) Assist in administrative tasks, such as note-taking, writing reports of projects, drafting letters, filing, etc;
- 7) Performing any other duties as requested.

Requirements:

- 1) A degree in a relevant field, such as international relations, sociology, political science or law;
- 2) Strong research and analytical skills;
- 3) Experience and/or exposure to migration issues or human rights;
- 4) Excellent spoken and written English required; experience of proofing and/or editing an asset;
- 5) Excellent spoken and written Hungarian required; experience of proofing and/or editing an asset;
- 6) Experience with writing project proposals or fundraising is a distinct advantage;
- 7) Attention to detail, good communication and interpersonal skills;
- 8) Experience with an international organization or an NGO desirable;

Internship positions are unpaid and interns are expected to be covered by their own medical and accident insurance. Interested applicants should send CVs to IOM Budapest (iombudapest@iom.int) and IOM Budapest HR (iombudapesthr@iom.int), by 15 January 2013.

For more information about IOM in Hungary, including information on internships, please visit www.iom.hu.

International Organization for Migration (IOM)

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