



IOM International Organization for Migration

### **Project Development and Implementation Internship with IOM Budapest (Hungarian speaking)**

The International Organization for Migration (IOM) Project Development and Implementation Unit (PDIU) is seeking one Project Development and Implementation Intern for a full-time, three- or six-month commitment to work at the IOM Office in Budapest starting on 01<sup>st</sup> August 2016. Internship positions are unpaid.

#### **Responsibilities:**

- 1) Assist with conceptualization, drafting, and editing project proposals;
- 2) Assist with preparing and finalizing project proposal submission packages to donors;
- 3) Assist with implementation of projects, including assistance with publications, conferences and other events;
- 4) Contribute to IOM's media campaigns and online presence;
- 5) Assist in administrative tasks, such as note-taking, writing reports of projects, drafting letters, filing, etc;
- 6) Perform 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 proven interest in migration issues;
- 4) Excellent spoken and written English and Hungarian required;
- 5) Knowledge of Arabic, Farsi, Pashtu or French is a distinct advantage;
- 6) Experience with writing project proposals or fundraising is a distinct advantage;
- 7) Experience of proofing and/or editing an asset;
- 8) Attention to detail, good communication and interpersonal skills;
- 9) Experience with an international organization or an NGO desirable.

Interns are expected to be covered by their own medical and accident insurance. Interested applicants should send a CV and a cover letter to IOM Budapest HR ([iombudapesthr@iom.int](mailto:iombudapesthr@iom.int)) by 01<sup>st</sup> July 2016.

For more information about IOM in Hungary, including information on internships, please visit [www.iom.hu](http://www.iom.hu).

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#### **International Organization for Migration (IOM)**

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