



International Organization for Migration (IOM)
The UN Migration Agency

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 as soon as possible. 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, translation 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) Applicants to IOM internships must, at the time of application, meet one of the following requirements:
 - a. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or
 - b. Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
 - c. Have graduated with a university degree (as defined in (a) or (b) above) and, if selected, must commence the internship within one year of graduation.
- 3) Strong research and analytical skills;
- 4) Experience and/or proven interest in migration issues;
- 5) Excellent spoken and written English and Hungarian required;
- 6) Knowledge of additional languages is a distinct advantage;
- 7) Experience with writing project proposals or fundraising is a distinct advantage;
- 8) Experience of proofing and/or editing an asset;
- 9) Experience with using web-based platforms and social media networks;
- 10) Attention to detail, good communication and interpersonal skills;
- 11) Knowledge on designing for print and/or digital media is an advantage;
- 12) 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 (iombudapest@iom.int) by 20th September 2019.

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