



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) – The UN Migration Agency's Project Development and Implementation Unit (PDIU) is seeking one Project Development and Implementation Intern for a full-time commitment between **19 FEB 2018 and 30 JUNE 2018** 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, research, policy briefs, 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) Support procurement processes and correspondence with service providers and sub-contractors;
- 7) Assist with the organization of events;
- 8) 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 is a distinct advantage;
- 4) Experience with organizing cultural and/or other events is a distinct advantage;
- 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 using publication/photo editor software is a distinct advantage;
- 9) Experience of proofing and/or editing an asset;
- 10) Attention to detail, good communication and interpersonal skills;
- 11) 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](mailto:iombudapest@iom.int)) by **12.00 PM, 2 February 2018**. Estimated starting date: 19 February 2018

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)**

Falk Miksa u. 8. • H-1055 Budapest • Hungary

Tel: +36.1.472 25 00 • Fax: +36.1.472 25 03 • E-mail: [iombudapest@iom.int](mailto:iombudapest@iom.int)

Internet: <http://www.iom.hu>, <http://www.iom.int>