



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, 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) 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 additional languages 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 (iombudapest@iom.int) by 12.30 PM, 10 November 2017. Estimated starting date: 27 November 2017

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

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