

Delegation of the European Commission to the International Organisations in Vienna

INTERNSHIP PROGRAMME

The Delegation of the European Commission to the International Organisations in Vienna offers several unpaid internships each year.

UN Section

Interns will follow the activities of different UN-related bodies in Vienna such as the UN Office on Drugs and Crime, the UN Industrial Development Organisation and the International Atomic Energy Agency. Interns are expected to assist in the monitoring of the many portfolios related to the work of these organisations, including dossiers dealing with drugs, crime, terrorism; industrial development in developing countries; and nuclear energy issues. In addition, interns are expected to participate at EU and regional group coordination meetings related to these wide-ranging UN issues. Working alongside the officials of the Mission, interns will assist in drafting reports and briefings for the Commission's Headquarters in Brussels, which may also be distributed to other EC Delegations, particularly those at other UN sites. Previous UN experience would be an advantage.

OSCE Section

The internship provides an insight into a broad range of thematic and geographical topics on the OSCE agenda as well as the day-to-day working mechanisms of the OSCE. In addition, it provides an insight into internal EU co-ordination mechanisms at a multilateral organisation as well as the role and working methods of the different EU institutions (Commission, Presidency etc.). Interns are expected to assist in a large variety of different meetings and consultations, including OSCE formal and informal meetings and consultations, EU co-ordination meetings and EU Troika meetings. Depending on the specific assignment, they will be monitoring developments in the three OSCE dimensions (politico-military, human, and economic and environmental dimension), and will assist in the coverage of a large variety of regional and thematic dossiers, notably through the establishment of reports as well as background notes for the European Commission Headquarters in Brussels and EC Delegations in other OSCE countries. Experience in drafting reports will be regarded as an additional asset.

Requirements

In general, our internship programme operates twice a year – from March to July and from September to February. However, the Delegation accepts as well applications for different periods in order to ensure a smooth handover between interns. Internships **are on a strictly unpaid basis.** Trainees are expected to serve a minimum of five months uninterrupted service and should not pursue any other activity or studies during their internship. Candidates must have a university degree and must be fully proficient in English, written and spoken, since they will have to make analyses and summaries of complex discussions and documents. In addition, they must show some knowledge of other languages – preferably French and be computer literate. Candidates must be citizens of the European Union; trainees from candidate countries are eligible as well. All interns must also provide in advance proof of a full comprehensive medical and accident insurance.

Next steps/Modalities

While there are no formal deadlines for submitting an application, it is advisable to do so at least two to three months in advance of the intended start date. All applicants are responded to. Interested parties should submit a curriculum vitae, a completed application form (enclosed below) and a cover letter indicating the reasons for pursuing an internship with the Delegation of the European Commission to the International Organisations in Vienna.

Applications for internships should be addressed to:

Ms Andrea Hochhuber
Ms Judith Martinez
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Delegation of the European Commission to the
International Organisations in Vienna
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A-1040 Vienna, Austria
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NB: The internships at the Vienna Delegation are procedurally independent from the central internship program of the European Commission ("Blue Book").

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APPLICATION FOR INTERNSHIP/PERSONAL INFORMATION QUESTIONNAIRE

NAME (last, first): _____

SEX: _____

NATIONALITY: _____

1. Date and Place of birth: _____

2. Permanent address: _____

Telephone number: _____

Fax number: _____

E-mail address: _____

3. Health Insurance:

Insured by: _____ Self _____ University _____ Other

Name of insurance carrier: _____

4. Dates available for internship: _____

5. Person to be contacted in case of emergencies:

Name: _____

Relationship: _____

Address: _____

Telephone number: _____