

TRI MISSIONS VIENNA INTERNSHIP OPPORTUNITY

Vacancy Announcement Number: 20-01

- OPEN TO:** Austrian or other Non-U.S. Citizen students from the EU region, with a valid permanent residence permit for Austria, who are enrolled as full-time students at one of the Universities or “Fachhochschulen” in Austria. Students must be at minimum 18 years of age.
- MISSION:** **U.S. Mission to International Organizations in Vienna (UNVIE)**
- SECTION/OFFICE:** **IAEA Section**
- HOURS:** Upon agreement, usually not less than 20 hours per week
- DURATION:** Minimum three months, maximum four months
- START DATE:** Continuous, first internship will start in January/February 2020

BASIC FUNCTION:

The U. S. Mission to International Organizations in Vienna (UNVIE) works with seven major organizations associated with the United Nations system based in Vienna: the International Atomic Energy Agency, IAEA; the UN Office on Drugs and Crime; the Preparatory Commission of the Comprehensive Test Ban Treaty Organization; the UN Office of Outer Space Affairs; the UN Commission on International Trade Law; the International Narcotics Control Board; and the UN Industrial Development Organization, of which the U.S. is not a member. UNVIE also covers two Vienna-based export control regimes – the Nuclear Suppliers Group and the Wassenaar Arrangement – the Hague Code of Conduct Against Ballistic Missile Proliferation, and the International Institute for Applied Systems Analysis in Laxenburg, Austria. UNVIE’s mission is to conduct effective multilateral diplomacy with International Organizations in Vienna to advance U.S. national interests.

The IAEA section offers an internship which provides the opportunity to become familiar with the work of a multilateral diplomatic mission. The interns assist IAEA Officers as needed, including through longer-term analytical/research projects related to priority policy matters. Internship responsibilities may additionally include, among other things, the following: accompanying officers to informal meetings and official IAEA conferences; providing written and oral readouts of those events; and assisting with visits by high-level U.S. officials (including scheduling meetings, preparing briefing materials, and supporting logistics).

QUALIFICATIONS REQUIRED:

- Studies:** Major in one of the following University studies: Political Science; International Relations; American Studies; Economics; or a technical field related to IAEA issues.
- Languages:** English: Fluency in speaking/reading/writing (equivalent to a good C1 level) is required.
German: Basic to good German skills would be a preference.
- Knowledge/Abilities/Skills:** Good computer skills (MS Office, Internet)

APPLICATION PROCEDURES:

Application language is English. Interested applicants should submit an e-mail with the following attachments:

- The completed form “Application for Internship”: please see website of the U.S. Embassy for downloading the form: [Application for Internship](#).
- A Statement of Interest describing the applicant’s objectives and motivations in seeking an internship with the U.S. Mission.
- Documentation of status as a full-time student at a University or “Fachhochschule” in Austria (i.e. “Inskriptionsbestätigung”).
- For non-Austrian students: Documentation of legal residency in Austria

SUBMIT APPLICATIONS TO:

E-Mail: vacanciesvie@state.gov

SELECTION PROCESS:

After an initial application screening, qualified applicants will be invited for an interview.

ADDITIONAL SELECTION CRITERIA:

1. Students must have a valid health insurance.
2. Successful candidates will be required to pass a security certification.

All selections are made consistent with the State Department's Non-Discrimination Policy and with the Austrian Gleichbehandlungsgesetz to not discriminate among applicants on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.