

Internship Opportunity with The Permanent Missions of Canada to the International Organizations in Vienna Summer 2019

POSITION:	Policy Intern
LOCATION:	Vienna, Austria
DESCRIPTION OF HOST ORGANIZATION:	<p>The Permanent Mission of Canada to the International Organizations in Vienna is responsible for the management of Canada's participation in and relationship with the multilateral organizations which have their headquarters in Vienna: the International Atomic Energy Agency; the Comprehensive Test Ban Treaty Organization; and the UN Office on Drugs and Crime. The Mission also manages Canada's participation in several multilateral export control arrangements based in Vienna - Nuclear Suppliers Group, Wassenaar Arrangement, Zangger Committee, Hague Code of Conduct - along with the UN Scientific Committee on the Effects of Atomic Radiation, the UN Office for Outer Space Affairs, and the UN Committee on International Trade Law. In relation to its mandate, VPERM provides services to a range of Government Departments and Agencies in Ottawa as well as Crown Corporations and private sector entities.</p>
DUTIES/RESPONSIBILITIES OF INTERN:	<p>The internship program of the Permanent Mission of Canada to the International Organizations in Vienna is designed to provide Canadian students with an opportunity to be directly involved in international relations and multilateral affairs. Our Policy Interns support the activities of the Mission in the promotion and advocacy of Canadian interests and policies at the International Organizations in Vienna. Working alongside Canadian diplomats, Policy Interns gain first-hand experience in the day-to-day work of a multilateral Mission. As such, our Policy Interns are an integral part of the team.</p> <p>A. Attend meetings and draft reports: (45%)</p> <ul style="list-style-type: none"> • Attend IAEA, UNODC and CTBTO meetings and conferences independently or in support of VPERM officers to record proceedings and draft policy relevant reports for distribution to Ottawa and other Canadian missions. • Attend seminars hosted by civil society organizations (e.g. Vienna Center for Disarmament and Non-Proliferation (VCDNP)) to record proceedings and draft policy relevant summaries/reports for distribution to Ottawa and other Canadian missions. <p>B. Research and Data Compilation: (30%)</p> <ul style="list-style-type: none"> • Conduct policy-focussed research on a wide range of issues pertaining to Canada's engagement with the International Organizations in Vienna.

	<ul style="list-style-type: none"> • Assist in the development, consolidation and editing of statistical data addressing the financial situation, meeting attendance and other relevant indicators regarding the IAEA, CTBTO and UNODC. • Liaise with HQ and UN Organizations to request data and other pertinent information relevant to statistical analysis and share the results with interested stakeholders in Ottawa. <p>C. Administrative Support Functions and Correspondence: (20%)</p> <ul style="list-style-type: none"> • Provide support to the official process of nominating Canadians to attend IAEA meetings, through the distribution of relevant incoming IAEA correspondence to Canadian Nuclear Stakeholders. • Support the organization of official events, including by compiling guest lists, distributing invitations via email and recording replies. <p>D. Performs other duties as required: (5%)</p>
HOURS:	8-12 weeks, 37.5 hours per week. The internship will run from May – August 2019. Specific dates to be determined between the student and the organization.
MCGILL UNIVERSITY REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2018. • Must be eligible to receive academic credit for the internship. • Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Student Handbook. <p>In addition to the above requirements, students will be required to provide the following documents:</p> <ul style="list-style-type: none"> • Proof of medical coverage for the entire duration of the internship. • Two of the following: a Quebec lease or mortgage that runs throughout the internship period, copy of Quebec driver’s license, copy of Quebec medicare card (RAMQ), or confirmation of client account at a Quebec financial institution (i.e.; letter from local financial branch).
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> • Successful completion of three years of university study. • Demonstrated interest in international affairs, foreign policy and diplomacy. • Strong initiative and interpersonal skills. • Strong ability to work independently and in teams. • Strong ability to communicate verbally and in writing in English. • Proficient in the use of Microsoft Outlook, Word, Excel. • Confirmation of Government of Canada Reliability Status prior to commencement of internship. • Knowledge of French and/or other UN languages an asset.
REMUNERATION:	Successful candidates will receive an award from McGill University in the amount of \$6,300.
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.

TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host community is the responsibility of the intern.
ACCOMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
HOW TO APPLY:	<p>Students must submit their application by e-mail to ion@mcgill.ca. Applications should consist of 1 PDF document comprising the following:</p> <ul style="list-style-type: none"> • Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length; • An updated curriculum vitae (1-2 pages). • Copy of unofficial transcript. <p>Applicants should use the following file-name format: <code>firstname.lastname_hostorganization</code> (ex.: <code>james.mcgill_permanentmissionsvienna.pdf</code>). In the body of the email please list the internships you are applying to in order of preference, and your student number. Please send <u>one</u> email for all applications, but separate files for each application package.</p> <p>ION will only consider applications received from students' official e-mail account.</p> <p><i>Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline and include it with your application material.</i></p>
APPLICATION DEADLINE:	Monday, January 14, 2019, 12 PM (noon) EST – Late applications will not be accepted.
WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> • Cross-Cultural Workshop (March 13, 4:00-7:00pm) • Interns Responsibilities and Guidelines (March 19, 6:00-7:00pm) • University-Wide Pre-Departure Session (TBA) • Internship Workshop: Success in a Professional Environment (March 18 <i>or</i> April 8, 2:00-4:00pm) • Reception for Awards Recipients (April 25, 5:00-6:30pm) • Internship Debriefing Session (September)
HEALTH AND SAFETY:	<p>All applicants should consult the Global Affairs Government of Canada Travel Advice and Advisories for the internship host country prior to applying for this internship. http://travel.gc.ca/travelling/advisories</p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Internship Offices Network cannot guarantee the safety of any</p>

	<p>intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Internship Offices Network may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
<p>ENTRY REQUIREMENTS:</p>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p> <p>Non-USA citizens completing an internship (paid or unpaid) in the USA require a J-1 visa. Interns should apply for a J-1 through Cultural Vistas or the SWAP Summer USA Program (Canadians only). Interns should be prepared to pay \$1,300 - \$2,500 for a J-1, and should allow a six-week delay for processing. Neither ION nor the host organization are responsible for helping the intern procure the visa, pay for a portion of the costs, or speed up the processing.</p>

Only shortlisted candidates will be contacted within two weeks of application deadline. Please do not email to inquire about the status of your application.

A formal acceptance of an ION internship is a final decision, and under no circumstances (unless health or family-related) can a student withdraw from the internship after accepting. The consequence of this would be refusal of candidature for future ION internship opportunities. Please remember, revoking a spot in one of the organizations means also revoking it from another student who might have had the opportunity to take it.

You may apply to a maximum of three ION internships for summer 2019. Indicate your order of preference in the body of the email.