

# Internship Opportunity with THE DELEGATION OF CANADA TO THE ORGANIZATION FOR SECURITY AND COOPERATION IN EUROPE (OSCE) - VIENNA Summer 2024

<b>POSITION:</b>	OSCE Intern
<b>LOCATION:</b>	Vienna, Austria. <b>In-person internship:</b> intern is expected to intern at the host organization office location.
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	The Delegation of Canada to the Organization for Security and Co-operation in Europe (OSCE), based in Vienna, is responsible for the management of Canada’s participation in and relationship with the OSCE and its institutions (Office for Democratic Institutions and Human Rights- ODIHR; Representative on Freedom of the Media- RFoM; High Commissioner on National Minorities – HCNM). The OSCE, the world’s largest regional security organization under Chapter VIII of the Charter of the United Nations, works on early warning, conflict prevention, crisis management and post-conflict rehabilitation in the European and Eurasian region. Spanning a vast geographic area from Vancouver to Vladivostok.
<b>INTERN’S DUTIES AND RESPONSIBILITIES:</b>	<p>The internship program of the Delegation of Canada to the OSCE is designed to provide Canadian students with a first-hand experience in international relations and multilateral affairs. Our Policy Interns support the activities of the Delegation in the promotion and advocacy of Canadian interests and policies at OSCE and with its 56 other participating States. The Policy Interns will be fully engaged in multilateral meetings of importance to Canada. Some of the work will be focussed on reporting, research, and analysis. Our Policy Interns are an integral part of the team.</p> <p>A. Attend meetings and draft reports: (60%)</p> <ul style="list-style-type: none"> <li>• Attend OSCE, ODIHR, RFoM and Chairpersonship meetings and conferences independently or in support of Canadian foreign affairs officers to record proceedings and draft policy-relevant reports for distribution to Ottawa and other Canadian missions.</li> <li>• Attend relevant security-related seminars hosted by civil society organizations or academia to record proceedings and draft policy relevant summaries/reports for distribution to Ottawa and other Canadian missions.</li> </ul> <p>B. Long Term Project: (25%)</p> <ul style="list-style-type: none"> <li>• The Policy Intern will be tasked with a long-term project (TBD) that will assist the Delegation in its work.</li> </ul> <p>C. Administrative Support Functions and Correspondence: (5%)</p> <ul style="list-style-type: none"> <li>• The Policy intern will be encouraged to develop a network of OSCE interns, and other tasks that require flexibility and initiative.</li> </ul> <p>D. Performs other duties as required: (10%)</p>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Demonstrated interest in international affairs, foreign policy and diplomacy</li> <li>• Strong initiative, interpersonal and outreach skills</li> <li>• Strong ability to work independently and in teams</li> <li>• Strong ability to communicate verbally and in writing in English, knowledge of French considered a strong asset</li> <li>• Proficient in the use of Microsoft Outlook, Word, Excel</li> <li>• Confirmation of Government of Canada Reliability Status prior to commencement of internship</li> <li>• Canadian Citizenship</li> </ul>
<b>HOURS:</b>	Full time, 35 hours a week
<b>DATES:</b>	12 weeks between May 6 to July 26, 2024. (Dates to be finalized with host organization)
<b>RENUMERATION:</b>	\$7,200 CAD issued to the intern through a Faculty of Arts Internship Award.

<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings">https://www.mcgill.ca/arts-internships/internships/postings</a>
<b>APPLICATION DEADLINE:</b>	<b>January 4, 2024</b>
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- McGill Faculty of Arts undergraduate students (B.A., B.A &amp; Sc)</li> <li>- Minimum CGPA of 2.7*</li> <li>- Must confirm <a href="#">eligibility of academic credit</a> in cover letter and <b>come prepared with approval from departmental academic supervisor, if selected for an interview.</b></li> <li>- Returning full-time to McGill in the same program in the fall semester following the internship</li> <li>- Fulfill Faculty of Arts requirements as outlined in the Interns Handbook: <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> <li>- Provide proof of medical insurance for duration of internship</li> <li>- Provide two of the following documents: <ul style="list-style-type: none"> <li>o Quebec lease or mortgage that runs throughout the internship period</li> <li>o Copy of a Quebec driver's license</li> <li>o Copy of Quebec medical insurance (RamQ)</li> <li>o Confirmation of client account at a Quebec Financial Institution (i.e., letter from local financial branch).</li> </ul> </li> </ul> <p>More information about these requirements can be found under "Post-Secondary Co-op/Internship Program" on this page: <a href="https://www.mcgill.ca/arts-internships/students/credit">https://www.mcgill.ca/arts-internships/students/credit</a></p>
<b>CITIZENSHIP REQUIREMENTS:</b>	<b>Candidates must hold Canadian citizenship.</b> The successful applicant will be <b>subject to a security clearance screening.</b>
<b>TRAVEL REQUIREMENTS:</b>	<a href="#">Pre-Departure Orientation</a> is mandatory for students applying to internships that require travel outside of Canada. You will be required to download the certificate of completion in your application.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ENTRY REQUIREMENTS:</b>	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. <u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u>
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<b>ACCOMMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.

**Please Note:**

*\*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.*

*We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s). Students who do not receive offers will be notified on a rolling basis as decisions are made.*