

# **Internship Opportunity with THE PERMANENT MISSION OF CANADA TO THE INTERNATIONAL ORGANIZATIONS IN VIENNA (VPERM) Summer 2024**

<b>POSITION:</b>	Multilateral Policy Intern, Permanent Mission of Canada to the International Organizations in Vienna (IAEA, CTBTO, UNODC, UNOOSA, UNCITRAL, UNSCEAR, NSG, Wassenaar Arrangement, HCOC)
<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>	<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 (IAEA); the Comprehensive Test Ban Treaty Organization (CTBTO); and the UN Office on Drugs and Crime (UNODC). 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>
<b>INTERN’S DUTIES AND RESPONSIBILITIES:</b>	<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. Interns are involved in the activities of the Mission in the promotion and advocacy of Canadian interests and policies at the International Organizations in Vienna, as well as in relevant multilateral meetings of importance to Canada. Our Policy Interns are an integral part of the team. An indicative breakdown of responsibilities is as follows:</p> <p>A. Attend meetings and draft reports: (45%)</p> <ul style="list-style-type: none"> <li>• Attend relevant 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.</li> <li>• 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.</li> </ul> <p>B. Research and Data Compilation: (30%)</p> <ul style="list-style-type: none"> <li>• Conduct policy-focused research on a wide range of issues pertaining to Canada’s engagement with the International Organizations in Vienna.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>C. Administrative Support Functions, Correspondence and social media/Communication: (20%)</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Support the organization of official events, including by compiling guest lists, distributing invitations via email and recording replies.</li> <li>• Support the day-to-day operations of the Permanent Mission’s Social Media and Communications tools, including by developing communications strategies and content.</li> </ul> <p>D. Performs other duties as required: (5%)</p>

<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communications skills</li> <li>• Strong analytical and research skills</li> <li>• Judgement, attention to detail, and ability to work independently</li> <li>• Experience with social media / communication tools</li> <li>• Knowledge of and interest in international peace and security is an asset</li> </ul>
<b>HOURS:</b>	Full time, 35 hours a week
<b>DATES:</b>	12 weeks between May 6 to July 26, 2024.
<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.

**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.*