

Internship Opportunity with The Permanent Mission of Canada to the Organization for Security and Co-operation in Europe (OSCE) - Vienna Summer 2021

POSITION:	OSCE Intern
LOCATION:	Vienna, Austria (remote)
DESCRIPTION OF HOST ORGANIZATION:	The Permanent Mission 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; Special 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.
DUTIES/RESPONSIBILITIES OF INTERN:	<p>The internship program of the Permanent Mission of Canada to the Organization for Security and Co-operation in Europe (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 Mission in the promotion and advocacy of Canadian interests and policies at OSCE and with its 56 participating States. The OSCE has managed to move all its activities online, and the Policy Interns will be fully engaged in multilateral meetings of importance to Canada. Taking into account the time difference, and the constraints on participation, 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"> • Attend OSCE, ODIHR, RFoM and Chairmanship (Sweden in 2021) 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. • 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. <p>*on an exceptional basis, the intern might be expected to attend a full day meeting, Central European time.</p> <p>B. Support Social Media Presence: (25%)</p> <ul style="list-style-type: none"> • Develop messaging and content to support the Mission’s presence online.

	<ul style="list-style-type: none"> Identify material (audio-visual) and other sources to amplify on the Mission's social media accounts. <p>C. Administrative Support Functions and Correspondence: (5%)</p> <ul style="list-style-type: none"> The current circumstances provide limited capacity for the supportive functions. The Political intern will be encouraged to develop a network of OSCE interns, and other tasks that require flexibility and initiative. <p>D. Performs other duties as required: (10%)</p>
DATES:	12 weeks between May and August 2021, exact dates to be discussed with the host organization.
HOURS:	Given that the internship will be remote due to COVID-19 restrictions, hours of work will be flexible but shall amount to the following: <ul style="list-style-type: none"> 4 days a week, 28 hours a week, for undergraduates. 3 days a week, 21 hours a week for graduate students (Master level).
MCGILL UNIVERSITY REQUIREMENTS:	<ul style="list-style-type: none"> Must be a McGill full-time undergraduate or graduate student (Master's level), returning to their current registered faculty in fall 2021. Must be receiving credits for the internship. Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook available on this page. <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 healthcare 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, interpersonal and outreach skills Strong ability to work independently and in teams Strong ability to communicate verbally and in writing in English, knowledge of French considered a strong asset Proficient in the use of Microsoft Outlook, Word, Excel Confirmation of Government of Canada Reliability Status prior to commencement of internship
REMUNERATION:	Successful candidates will receive an award issued by the McGill Internship Offices Network, valued at \$5,500CAD.
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.
TRAVEL ARRANGEMENTS:	N/A

ACCOMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
HOW TO APPLY:	<p>Students must complete the online application form available on this site: https://www.mcgill.ca/internships/internship-application-form</p> <p>Include the following documents in PDF format:</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: firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf). <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 send it directly to ion@mcgill.ca</i></p> <p>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:	March 8, 2021, 11:59PM Eastern Time
CITIZENSHIP REQUIREMENTS:	<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>

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Internship Office Network will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

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