

## Internship Opportunity with The Permanent Missions of Canada to the International Organizations in Vienna Summer 2021

<b>POSITION:</b>	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 (remote)
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	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.
<b>DUTIES/RESPONSIBILITIES OF INTERN:</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. In light of the ongoing COVID-19 pandemic, VPERM has had to move much of its activities online, and the Policy Interns will be remotely engaged, to the extent possible (bearing in mind the time difference), 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. 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. Virtually attend meetings and draft reports: (45%)</p> <ul style="list-style-type: none"> <li>• Virtually 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>• Virtually 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 and Correspondence: (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> </ul> <p>D. Performs other duties as required: (5%)</p>
<b>DATES</b>	12 weeks from June to August 2021, exact dates to be discussed with the host organization.
<b>HOURS:</b>	<p>Given that the internship will be remote due to COVID-19 restrictions, hours of work will be flexible but shall amount to the following:</p> <ul style="list-style-type: none"> <li>• 4 days a week, 28 hours a week, for undergraduates.</li> <li>• 3 days a week, 21 hours a week for graduate students (Master level).</li> </ul>
<b>MCGILL UNIVERSITY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2021.</li> <li>• Must be receiving academic credits for the internship.</li> <li>• Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook available on <a href="#">this page</a>.</li> </ul> <p>In addition to the above requirements, students will be required to provide the following documents:</p> <ul style="list-style-type: none"> <li>• Proof of medical coverage for the entire duration of the internship.</li> <li>• 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).</li> </ul>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Successful completion of three years of university study.</li> <li>• Demonstrated interest in international affairs, foreign policy and diplomacy.</li> <li>• Strong initiative and interpersonal skills.</li> <li>• Strong ability to work independently and in teams.</li> <li>• Strong ability to communicate verbally and in writing in English.</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>• Knowledge of French and/or other UN languages an asset.</li> </ul>
<b>REMUNERATION:</b>	Successful candidates will receive an award issued by the McGill Internship Offices Network, valued at \$5,500CAD
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.
<b>TRAVEL ARRANGEMENTS:</b>	N/A
<b>ACCOMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>HOW TO APPLY:</b>	<p>Students must complete the online application form available on this site: <a href="https://www.mcgill.ca/internships/internship-application-form">https://www.mcgill.ca/internships/internship-application-form</a></p> <p>Include the following documents in PDF format:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• An updated curriculum vitae (1-2 pages).</li> <li>• Copy of unofficial transcript.</li> </ul>

	<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 <a href="mailto:ion@mcgill.ca">ion@mcgill.ca</a></i></p>
<b>APPLICATION DEADLINE:</b>	March 8, 2021, 11:59PM Eastern Time
<b>CITIZENSHIP REQUIREMENTS:</b>	<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*