



EUROPEAN UNION

DELEGATION TO THE INTERNATIONAL ORGANISATIONS IN VIENNA

Traineeship at the Delegation of the European Union to the International Organisations in Vienna

The main learning and training objectives of the programme are to provide students with:

- a unique experience of the daily work inside an EU Delegation while learning about the representation of EU interests within the Vienna-based multilateral environment;
- the possibility of discovering directly the multicultural, multilingual and multi-ethnic working environment of an international organisation such as the EU;
- the possibility of applying the knowledge acquired during their studies or their early professional life, thus helping them acquire relevant practical experience and skills; and
- a substantial insight into multilateral negotiations and decision-making processes in general; the working methods and modes of operation of the OSCE/UN organisations; as well as internal EU coordination mechanisms and Commission policies and assistance programmes.

Trainees will be guided by their Traineeship Supervisor in one of the following sections:

UN Section

Trainees will mainly follow the activities of different UN-related bodies in Vienna such as the UN Office on Drugs and Crime (UNODC), the UN Industrial Development Organisation (UNIDO) or the International Atomic Energy Agency (IAEA) and the Preparatory Commission for the Comprehensive Nuclear Test Ban Treaty Organisation (CTBTO). Trainees will assist in the monitoring of the many portfolios related to the work of these organisations, including dossiers dealing with drugs, crime, terrorism, industrial development in developing countries, nuclear energy, safety and security issues, and non-proliferation. In addition, trainees will participate in EU and regional group coordination meetings related to these wide-ranging UN issues. Working alongside the officials of the Delegation, trainees will assist in drafting reports and background notes for the EEAS and EC Headquarters and for EU Delegations, particularly those at other UN centres. Experience in drafting reports will be regarded as an additional asset.

OSCE Section

The traineeship provides an insight into a broad range of thematic and geographical topics on the OSCE agenda as well as the day-to-day working mechanisms of the OSCE. In addition, it gives an insight into internal EU co-ordination mechanisms at a multilateral organisation as well as the role and working methods of the different EU institutions. Trainees will assist in a variety of different meetings and consultations, including OSCE formal and informal meetings and consultations, EU coordination and EU Troika meetings. Depending on the specific assignment, they will be monitoring developments in the three OSCE dimensions (politico-military, human, and economic and environmental dimension), and will assist in the coverage of a large variety of regional and thematic dossiers, notably through the establishment of reports as well as background notes for the EEAS Headquarters and EU Delegations in other OSCE countries. Experience in drafting reports will be regarded as an additional asset.

Requirements

The students should: (1) be a national of an EU Member State or of a pre-accession state (Montenegro, Serbia, Turkey, Albania, and Macedonia), (2) have at least a Bachelor's degree, and (3) be fully proficient in English. The recruitment takes place in the framework of an agreement with the University of Vienna and is based on a confirmation by the university that the traineeship is compulsory or recommended within the study programme or that it corresponds to a certain amount of ECTS credits. The Delegation cannot accept individual applications.

The ideal and desired duration of the traineeship is 6 months to ensure that students can fully benefit from the traineeship, it can, however, be adapted to special requirements. A health insurance valid in Austria, including repatriation, is also required.

Applications should include the following documents:

- Motivation letter
- CV
- Proof of health insurance (e.g. confirmation of the WGKK)
- Copy of passport or ID card
- University certificates or current transcript of records