**Internship Title**

Internship – Conference Services Support

**Duration of Internship**

12 months in 2024

**Organizational Setting**

Department: Management Department

Division: Conference and Document Service

Section: Conference Service Section

**Main Purpose**

The main purpose of the internship is to support in aspects of the preparation and organization of scientific conferences and symposia, Policy Making organ (PMO) meetings, as well as specific projects in Conference Services.

**Tasks / Key Results Expected**

* Review and update conference related logistics documents, website and the Agency conferences and meetings mobile application;
* Compilation and review of information on side events for the General Conference; Assistance with the organization and implementation of side events;
* Preparation of floor plans and seating arrangements, as well as lists consolidating technical and furniture requirements;
* Provide support while events are taking place;
* Assistance with projects related to conference services and meetings planning throughout the year.

**Knowledge, Skills and Abilities**

* Organizational skills, diligence and orientation to detail.
* Technological awareness and interest (MS office, mobile applications)
* Aptitude to work with government officials.
* Keeps calm under pressure.

**Qualifications and Experience**

* Degree in: International Relations, Social / Political / Cultural Science, Economics, Business Administration, Communication, Literature, Languages, or other related field.
* Knowledge in: Multilateral relations, diplomacy, governance, international organizations, event and conference management, or other related fields.
* Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.

**Internships**

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

* To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United Nations as a whole;
* To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.
* The duration of an internship is normally not less than three months and not more than one year.

**Applicant Eligibility**

* Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
* Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
* Candidates must not have previously participated in the IAEA's internship programme.
* Good written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Spanish or Russian) an asset.
* Candidates must attach two signed letters of recommendation to their application.