



CALL – Paid Internship

The Embassy of Malta in Vienna is seeking to recruit a student or a recent graduate for a full-time, paid, internship between 15th August 2022 and 30th September 2022. Duration of recruitment can be extended until 15th October upon agreement by the Ambassador and the intern.

Job Description/Main Responsibilities

Working as part of a small but busy team, the successful applicants duties will include:

1. Attendance at meetings and timely reporting.
2. Preparation of policy and position papers, briefs, as well as draft speeches.
3. Follow closely developments on topics assigned and provide advice to superiors on course of action required.
4. Liaison with officials within the international institutions and Ministries as required.
5. Preparation of social media posts as required.
6. Carry out administrative and coordination duties as required that may include financial and human resources work.
7. Perform other duties as may be deemed appropriate and required by the Ambassador or the Deputy.

Preferred qualifications

- A Bachelor's degree preferably in International Relations, European Politics, Political Science, or History.

Skills

- Excellent writing and reporting skills.
- Excellent research and communication skills.
- Ability to clearly express messages and/or positions required.
- Ability to take initiative and follow instructions as appropriate.
- Adaptability and flexibility.
- Excellent personal skills.
- Strong computer skills and proficiency in using Microsoft Office applications.
- Proficiency in social media.



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AUSTRIA**

- Ability to work under pressure, meet deadlines and availability to work after office hours when necessary.

Language requirements

- English language - both oral and written necessary. German and Maltese language skills will be considered an asset.

Other requirements

- Knowledge or interest about Maltese history, culture and politics will be considered an important asset.
- A clean police criminal conduct and academic certificates are to be presented on the day of interview.

How to apply

Interested candidates please send CV together with a covering letter and any supporting documents to the Head of Mission by email to: maltaembassy.vienna@gov.mt with subject title "Internship" no later than Friday 5th August at Noon.

Applications received after the closing date will not be considered.