



Internship Programme at the International Civil Aviation Organization

Undertaking an internship at the International Civil Aviation Organization (ICAO) is an opportunity to enter the world of the United Nations and to work as part of a team of outstanding professionals. The objective of the internship is to give the intern the chance to acquire practical experience in various disciplines, as well as the opportunity to work in a multi-cultural international organization.

REQUIREMENTS

- Applicants have completed or are enrolled in a degree programme in a graduate school (second university degree or higher) in a field of study related to social sciences or law.
- Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.
- Sound knowledge of computer office tools (i.e. Word, Excel, Access).
- Fluency in English is mandatory.
- Knowledge of any other official UN language is an asset (French, Spanish, Chinese, Russian or Arabic.).

PLEASE KEEP IN MIND

- **Cost:** ICAO internships are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by the intern.
- **Duration of Internship:** The normal duration of an internship is two months, which can be extended for an additional two months. The total duration may be exceptionally extended to a maximum of six months. The internship programme is normally on a full-time basis. The interns are expected to work five days a week in a department/office which has selected them, under the supervision of a staff member.
- **Visa:** The intern will be responsible for financing the necessary visas. However, ICAO will provide the necessary support in obtaining the visas.
- **Travel:** The intern shall arrange and finance the travelling to ICAO headquarters in Montreal.
- **Medical insurance:** The intern will be responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid major global medical insurance coverage.

APPLICATION

If you are interested in an internship at ICAO and you meet the above requirements, please submit an online application. Once it is completed, you will receive an e-mail message acknowledging receipt.

Your online application will remain in our database and should there be an internship opportunity for which you meet the qualification requirements, you will be contacted.

Deadline for applications: 14 May 2013.

ADMINISTRATION AND SERVICES BUREAU (ADB)

Human Resources (HR)

- Review of Assembly documents to identify and catalogue decisions and other relevant material that concerns the HR managements in ICAO.
- Review of Council documents to identify and catalogue decisions and other relevant material that concerns the HR management in ICAO.
- Provide support to the compilation of relevant material for the construction of the HR Manual.
- Collection and indexing of Inter-Office Memorandums (IOMs) with relevance to the HR Management in ICAO.
- Collection and indexing support material, briefing notes, presentations that are available on topical issues concerning HR Management in ICAO.

To have more information concerning ICAO and ADB we would invite you to visit our website at www.icao.int.