

Terms of Reference (ToR) - Internship Program

Background

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. **Decentralisation and Municipal Support (DEMOS)** is a project co-financed by the European Union in Kosovo, Switzerland and Sweden and implemented by HELVETAS. The project aims to improve performance of municipalities in governance, management and services contributing to increased citizens' satisfaction. To support the activities of the project, it is envisaged engagement of up to **3 interns**. Helvetas reserves the right to engage less or more than envisaged number of interns, depending on the application received and quality of candidates. Specific skills and experience are described below. Candidates should send their CVs by **18 October 2024**, to Kosovo.info@helvetas.org

PROJECT SUPPORT INTERN

Duties and responsibilities

- Provide support to the project team in planning, implementation and monitoring of activities;
- Support the team in organizing trainings, events, conferences and any other project related activities/initiatives;
- Collaborate with team members on specific projects and tasks as needed;
- Provide support in research, analyses and studies conducted within the project/portfolio;
- Support in the administrative tasks related to the project;
- Support in project communication activities;
- Perform any other duties within the scope of the project/portfolio, as required.

Requirements

- **Recently graduated** with a university degree (BA) in Management, Economics, Public Administration, Business Administration, Communication or related field. Candidates currently enrolled in a postgraduate degree program (master's program) may be considered in exceptional circumstances.
- Excellent knowledge of **Albanian and English language**. Knowledge of Serbian language would be considered an asset.
- Good writing and computer skills.
- Showing initiative and the ability to work independently.

Working Arrangements

- Positions may be part-time or full-time basis (depending on the needs) and will be based at the Helvetas offices in Pristina.
- We offer valuable experience, mentoring and networking opportunities to support your professional development.
- Interns will work under the supervision of a designated team member.
- This is a paid internship including benefits as per internal rules and local legislation in place.
- There is no expectation of employment at the end of these internships. Helvetas may extend the engagement based on satisfactory performance of interns or project needs accordingly.