**INTERNSHIP PROPOSAL**

**Človek v ohrození, občianske združenie**

People in Peril is a non-profit civil society association, established in Slovakia in 1999. Our mission is to provide effective support to those who suffer the consequences of natural catastrophes, conflicts and authoritarian regimes. Through our activities in Slovakia we strive to contribute to forming open, tolerant and solidary society. Our activities range from Humanitarian Aid and Development Cooperation to Human Rights Advocacy and Education and Awareness Raising Activities in Slovakia, which include the One World Documentary Film Festival.

**Position title:** Assisstant

**Position purpose:** Support to current staff

**Duties and responsibilities:**

* financial management of development and humanitarian projects
* financial management in humanitarian NGO
* accounting
* administration
* translations
* assistance in fundraising and promotion events

**Qualifications and field/s of study:**

* Earth science
* Economics
* Business and administration (broad programmes)
* Management and administration
* Accounting and taxation

**Level of study:** bachelor

**Professional competencies:** Leadership, Teamwork, Time management, Presentation skills, Communication skills

**Key competencies/Language skills:** English - Advanced (Required)

**Key competencies/Computer skills:**

* Word processing - Independent user
* Spreadsheets - Independent user
* Presentation - Independent user

**Key competencies/Other:** Responsibility**,** Reliability**,** Initiative**,** Integrity**,**Critical & Analytical Thinking

**How to apply:** Please send cv, cover letter **by 30.1.2015 at the latest** (via Intlag).

**Working language/s:** English

**City/Country:** Bratislava Slovakia

**Earliest start date:** 1.3.2015

**Latest start date:** 31.3.2015

**Duration:** 3 months

**Financial contribution:** 0 EUR/month

**Contribution in kind:** none