

INTERNSHIP PROPOSAL
Partners for Democratic Change Slovakia
Department/Division: Development Education

PDCS is a non-governmental organization providing professional training and facilitation services, consultancy and advisory services in areas of conflict resolution, support of dialogue in the society, citizen participation and civil society development in Slovakia and abroad.

Position title: Project Assistant for Ukraine

Position purpose: The position is suitable for people interested in Ukraine, especially peaceful conflict resolution, community development and human rights in development. The projects are aimed at support of the local community leaders, training, facilitating participatory planning of local development, etc. Most of the work is located in Bratislava, but short visits in Ukraine are possible (not obligatory). The project is covering just the territories controlled by Ukrainian government. The project is a long-term activity of PDCS.

Duties and responsibilities:

- project management
- communication with the donor
- communication with the local partners in Ukraine
- organization of training events
- participation in creating/adopting training curricula tailor made for the project purposes
- PR publications

Professional competencies: project management, writing skills, MS office, training experience welcomed, research and analytical skills

Key competencies/Language skills:

- English - Advanced (Required), Russian - Proficiency (Required), Ukrainian - Elementary (Preferred)

Key competencies/Computer skills:

- Web Browsing and Communication - Proficient user; Word processing - Proficient user, Spreadsheets - Independent user

Key competencies/Other: Interpersonal Skill, Critical & Analytical Thinking, Intercultural perception, Integrity

How to apply: Please send CV, cover letter by **15/06/2016 at the latest (via INTLAG)**.

Earliest start date: 05/09/2016

City/Country: Bratislava, Slovakia

Latest start date: 09/01/2017

Duration: 6 months

Working language: English, Slovak, Russian