

INTERNSHIP PROPOSAL

Partners for Democratic Change Slovakia

Department/Division: Development Education and Conflict Resolution

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 Development Education at Universities

Position purpose: The position is suitable for people interested in Project Management in realm of Development and Peace education at Universities. The project Conflict Resolution in Development Context II contributes to promoting the topics of development in the curricula at selected universities and to build the internal capacities through:

- 1.1 Winter school of development and peace education,
- 1.2 Study material for the winter school,
- 1.3 Simulation blocks,
- 2.1 Training of lecturing skills for the teachers and graduates at universities,
- 2.2 Lunch seminars for the teachers and graduates at universities,
- 2.3 Internships for university students

Duties and responsibilities:

- project management
- communication with the donor
- communication with experts - trainers in realm of development education
- organization of training events and public discussions on topics of development education
- participation in creating/adopting training curricula tailor made for the project purposes (university students and teachers)

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

Key competencies/Language skills:

- English - Proficiency (Required), French - Advanced (Required)

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 20/2/2016 at the latest (via INTLAG).**

Earliest start date: 15/3/2017

City/Country: Bratislava, Slovakia

Latest start date: 15/6/2017

Duration: 6 months

Working language: English, Slovak, French

All the conditions might be negotiated – start date, duration of the internship. For this internship ERASMUS+ scholarship can be used. Please do not hesitate to contact Simona Šafaříková.