

# **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 01/02/2016 at the latest (via INTLAG).**

**Earliest start date:** 15/02/2017

**City/Country:** Bratislava, Slovakia

**Latest start date:** 01/09/2017

**Duration:** 6 months

**Working language:** English, Slovak, Russian

**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.**