

INTERNSHIP PROPOSAL

ADRA Slovensko Department/Division: ADRA Slovensko

Adventist Development and Relief Association (ADRA) is a non-profit, non-governmental organization founded in Slovakia in 1992. As a citizen's association, it carries out activities in the field of development and humanitarian assistance in Slovakia and abroad.

Position title: Project Asistant

Position purpose: Chance for the intern to reach the new skills working in the humanitarian and development worldwide agency and help for ADRA with the projects.

Duties and responsibilities:

Assisting with the project writing and activities, international communication with the partners, helping with the organizational needs of the office.

Professional competencies: Competencies in planning, organizing, writing projects, communication, team work

Key competencies/Language skills: English – Advanced (Required)

Key competencies/Computer skills: word processing - independent user, web browsing and communication

Key competencies/Other: adaptability/flexibility, initiative, planning & organizing

How to apply: Please send CV, cover letter **by 30/4/2017** at the latest (**via INTLAG**).

Earliest start date: **1/6/2017**

City/Country: Bratislava, Slovakia

Latest start date: **15/7/2017**

Duration: 3 months

Working language: English