

# **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 and Awareness Raising**

**Position purpose:** The position is suitable for people interested in Project Management in realm of Global Development Education and Awareness Raising combining work at two projects: Conflict Resolution in Development Context II and European project "Solid Ground" in consortium with another 14 organisations on SDG 11. The activities of the second one will take place also in Czech Republic.

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

The project is a long-term activity of PDCS and using participative non-formal educational methods.

#### **Duties and responsibilities:**

- project management
- communication with the donor and partners
- 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, networking skills, experience with cultural events logistics welcomed

#### **Key competencies/Language skills:**

- English - Proficiency (Required),

#### **Key competencies/Computer skills:**

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

**Key competencies/Other:** Interpersonal Skills, Critical & Analytical Thinking, Intercultural perception, Integrity, Communication, Planning & Organizing

**How to apply:** Please send CV, cover letter **by 16/07/2017 at the latest (via INTLAG).**

**Earliest start date:** 04/09/2017

**City/Country:** Bratislava, Slovakia

**Latest start date:** 18/09/2017

**Duration:** 6 months

**Working language:** English, Slovak

*This internship can be financed through the ERASMUS+ programme and its length is also negotiable.*