

INTERNSHIP PROPOSAL
ADRA Slovakia
Department/Division: Project Management

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 Manager Assistant

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

Key competencies/Other: Initiative, Teamwork, Communication, Planning and Organizing

How to apply: Please send CV, cover letter by **3. 7. 2017 at the latest (via INTLAG)**. It is also possible to apply for scholarship through INTLAG for this internship.

City/Country: Bratislava, Slovakia

Latest start date: 1. 8. 2017

Contribution in kind: none

Working language/s: English, Slovak

Duration: 2 months

All the conditions might be negotiated – start date, duration of the internship. Please do not hesitate to contact Simona Šafaříková.