



CN 2021/424879
Support to the promotion of
Civil Society regional actions
in the Western Balkans



Call for Internships in Western Balkans

Position:	Intern
Placement Site:	Albania, Bosnia and Herzegovina, Montenegro
Classification:	Short term
Type of Engagement:	Internship, two weeks
Deadline for application:	09 September 2022
Start date of internship:	19 September 2022
Closing Date:	30 September 2022
Detailed info:	www.cpi-al.org

Context

The project *“Hello neighbour: Knowing the region through internships”* aims at creating a new perspective on our countries through first-hand experience of participating interns. It offers a **two-week internship, in Albania, Bosnia and Herzegovina or Montenegro to 6 young people, in this first cohort.** The interns will be individually placed to work and gain professional experience for two weeks in one NGO in the hosting country that matches their profile. All interns will be placed abroad, NOT on the country of origin. If you are eager to know the region and like many of us, feel home in the neighbouring countries, then this is your chance to know your peers in real working settings, as an intern in one of the three hosting countries (again, not in yours. In one of the other two).

Areas of Internship

During the two-week exchange, interns will be placed in a local NGO and will gain experience in:

- Human Rights, minority rights, antitrafficking, citizen engagement, youth empowerment.
- Media and Communication, Leadership projects, Education.
- Research Skills, soft skills, logistic and CSO event organising at regional level.

Core functions / Responsibilities:

- Act as a regular part of the team for the duration of the internship, performing a wide range of office tasks including preparing and/or processing administrative requests/documents.
- Assist in creating and archiving documents using the NGO related systems.
- Actively assist in preparing events, activities, workshops, and other daily related tasks.
- Disseminate information regarding projects or specific programmes, as requested.
- Offer ideas and creative approach to social media posts, if necessary.
- Learn, observe, take note, and share observations for the two weeks, as guided by mentor.
- Perform other related duties as assigned.



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Terms of internship placement

1. An internship within this project opens the door to first-hand experience in the region and creating regional network at a very early stage of your careers.
2. During or after the internship, interns will be required to write reflections on the experience and share them as an article in social media in the country of origin.
3. Interns are expected to work with a pre-determined work schedule by the hosting NGO
4. Accommodation, lodging, pocket money and transportation costs are covered by the project
5. Applicant might be placed to intern in any city in the partnering countries, where there will be a matching NGO fitting the profile and interests of the interns.
6. The project does not provide basic health, life, and accident insurance.

Eligibility of applicants

- a) Be citizen of Albania, Bosnia and Herzegovina or Montenegro
- b) Be either an enrolled student, a staff member, or a volunteer in an NGO in the home country
- c) Have a good command of English
- d) Be between 18-26 years at the period of application
- e) No prior working experience in the participating countries

Additional requirements

- a) Curiosity, commitment, self-motivation, and passion for the Western Balkans Region
- b) Willingness and readiness to work in a non-native environment
- c) Ability to use own initiative, with good interpersonal and communication skills
- d) Very good computer skills- Word, Excel, and Internet
- e) Attention to details and ability to organize
- f) Ability to travel abroad in the given period

Core Competencies

- **Teamwork:** develop and promote effective collaboration within the office to achieve shared goals
- **Delivering results:** produce and deliver results in a service-oriented and timely manner
- **Create and share knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** assume responsibility for own action and delegated work.
- **Communication:** encourage and contribute to clear and open communication

How to apply:

Interested candidates are invited to submit:

1. Application form (download it here)
2. Copy of student registration from the University (if the applicant is a student)
3. Letter of support from the NGO (if the applicant is staff or volunteer)
4. CV and two reference names

The application package shall be submitted by e-mail as below:

- I. Albanian applicants: info@cpi-al.org



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- II. Bosnia and Herzegovinian applicants: besirevicmersiha@gmail.com or arif_klicic@yahoo.com
- III. Montenegro applicants: edina@yihhr.org

1.6 Deadline for submission of applications

09 September 2022, at 17.00

The Internship Program is expected to start by 19 September 2022 and be completed on 30 September 2022.

Please address all your enquiries at info@cpi-al.org - www.cpi-al.org

About the Implementers

- 1) **Impact Centre, Albania**: Established in February 2019 in Tirana, Albania, works to transform initiatives into empowering and change for people so that they become involved, action-oriented citizen champions of integrity and regional co-existence. Impact Centre's vision is dispersed in three essential statements: 1) Enable positive difference in people's lives, 2) Act for the change we want to see and 3) Take actions to lead by example. The three are embedded in the main areas of expertise: Youth and Women Empowerment, Media representation, Leadership, and Human Rights.
- 2) **Media Promo Info, Bosnia and Herzegovina** focuses on the development of free and professional journalism, education of journalists and workers in journalism, fight against fake news and radicalism, development and education of new media and social networks, organization of trainings, trainings, seminars and round tables on current social topics, affirmation of youth, women, researchers, innovators and star-ups, promotion of media literacy and social, civic inclusion, affirmation of joint social engagement and participation in cross-border and EU projects.
- 3) **Youth Initiative for Human Rights – Montenegro** was established in 2006 as the non-profit and non-governmental organization, whose work is based on conviction that human rights and civil values represent the grounds of the open and progressive society to which we all strive. Mission of the Initiative is to contribute to development of such society qualitatively and actively in Montenegro and the Western Balkan region, through the cooperation network with its partner organizations. In its work, YIHR is devoted to protection of victims of violation of human rights, promotion of the rule of law, and promotion of democratic political culture

This call is prepared on the framework of the project "*Support to the Promotion of Civil Society regional activities in the Western Balkans*", funded by the Western Balkans Fund and European Union. It is implemented by Impact Centre Albania and its partners, Media Promo Info in Bosnia and Herzegovina and Youth Initiative for Human Rights in Montenegro.