



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



Outline of the internship

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 are individually placed to work and gain professional experience for two weeks in one NGO in the hosting country abroad, NOT on the country of origin. They are expected to be eager to know the region and like many of us, feel home in the neighbouring countries. This is a chance to know peers in real working settings.

What will you as an intern do?

The purpose is for interns to gain a first-hand experience and exposure to knowledge or skills of the hosts. During the two-week exchange, you 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 for the intern:

- 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.

What will the NGOs do?

- Help interns to gain a good understanding of the work environment in the host country. The team shall help them with the information required to understand and contribute to the NGO scope of work.
- Please feel free to view them both as integral part of the team and let them contribute, if they can, building on the competencies required for an entry-level position.
- They will both observe and learn new ways of collaboration, leadership, integrative thinking, and innovation skills, while strengthening a culture of continuous learning.
- Interview interns informally about their skills and abilities, and use those skills, if you can!



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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.

Why this initiative?

We want to encourage interns' curiosity, commitment, and passion for the Western Balkans Region, and to spark their willingness and readiness to work in a non-native environment. This is the impact we want this whole exchange to have.

Additional requirements for interns

- a) Demonstrate curiosity, commitment, self-motivation, and passion for the Western Balkans
- 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.

Demonstrate these Core Competencies during the two weeks:

- **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

Contact details:

- I. Albanian: info@cpi-al.org
- II. Bosnia and Herzegovinian applicants: besirevicmersiha@gmail.com
- III. Montenegro applicants: edina@yihhr.org

Timeline of the first cohort

19 September 2022 and be completed on 30 September 2022

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