



**Business Support Centre Kosovo (BSCK)**

**Prishtina, 26.05.2020**



## **2 Intern Project Assistant Positions** **(Deadline 5<sup>th</sup> of June 2020)**

BSCK is non-governmental organization which supports young potential and existing entrepreneurs in starting up their own businesses or growing existing SMEs. **The BSCK has been operating in Kosovo since early 2006 and has directly trained more than 10 thousands youth and assisted to create more than 500 SMEs, run by young dynamic entrepreneurs contributing to job generation in Kosovo.**

BSCK is searching for a vibrant Intern Project Assistant to expand its activities in implementing projects related to training, consultancy and research in the area of entrepreneurship and small business.

### **The main tasks & responsibilities of Intern Project Assistant are:**

- Develop, maintain and update project files;
- Assist the BSC staff and director in preparing activity plans and reports;
- Assist BSCK senior staff in conducting field research and data processing and analysis
- Assist in organizing School of Entrepreneurship and Business Skills Trainings;
- Maintain database of Experts, Pre-trainers and Trainers engaged in the trainings;
- Assist BSC Director in the scheduling, planning and holding conferences and meetings;
- Actively promote BSCK activities;
- Maintain contacts and good relations with supporting partners;
- Miscellaneous Project tasks as required by the BSC Director and Project Manager.

### **Requirements & Assets:**

- Student in undergraduate/postgraduate studies or recent graduate (no more than 2 years since graduation) either in Bachelor or Master;
- Organizational skills;
- Good to excellent oral and written language skills in Albanian & English;
- Good communication and social skills and able to work in a multicultural setting;
- Proven interest in South East Europe, business development, or development economy;
- Good team worker while able to work independently;
- Available for at least two months full-time;
- Available for work visits to field partners in South East Europe if deemed necessary.

*Female candidates are strongly encouraged to apply.*

### **The BSCK offers:**

- 2 months internship contract with possibility of extension or promotion to a regular job;
- Interesting professional experience;
- Personal training opportunities;
- An international dynamic working environment;
- Experience in project training;
- Competitive reimbursement.

### **How to apply:**

If interested, please submit your motivation letter (max. 1 page) and CV (**in English**) to [info@bsckosovo.org](mailto:info@bsckosovo.org) (Ref. Intern Project Assistant) no later than **5<sup>th</sup> of June 2020**.

For more information on BSC Kosovo, please visit [www.bsckosovo.org](http://www.bsckosovo.org)

**Only shortlist candidates will be contacted.**