

**Business Support Centre Kosovo (BSCK)**

**Vacancy Position: Intern Project Assistant, Prishtina, Kosova**

BSCK is non-governmental organization, which supports young potential entrepreneurs in starting up their own businesses as well as existing entrepreneurs ups in achieving their growth ambitions ([www.bscksovo.org](http://www.bscksovo.org) ). **The BSCK support to start-ups and existing SMEs includes services such as education and training, financial support, consulting and policy research to support entrepreneurship friendly policies.** BSCK is searching for a vibrant **Intern Project Assistants** to expand its services to business start-ups and aspiring entrepreneurs.

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

* Assist the BSCK Director in preparing activity plans and reports;
* Assist in organizing Business Skills Trainings;
* Create database and produce statistical report of trainers, experts, participants in BSCK business support packages;
* Assist BSC Director in the scheduling, planning and holding conferences and meetings;
* Actively promote BSCK activities;
* Maintain contacts and good relations with supporting partners;
* Develop, maintain and update project files
* Miscellaneous Project tasks as required by the BSCK Director and Project Manager.

**Requirements & Assets:**

* Student in undergraduate or postgraduate studies (preferable in business related fields);
* Good organizational skills;
* Good to excellent oral and written language skills in Albanian (English preferred);
* Good communication and social skills and able to work in a multicultural setting;
* Proven interest in business development, or development economy, and region;
* Good team worker while able to work independently;
* Available for at one month full time with possibility of extension;
* Available for work visits to field partners in Kosovo and region.

**The BSCK offers:**

* 1 months internship contract with possibility of extension and promotion to 3 months internship and if successful to full time employment;
* Interesting professional experience;
* Personal training opportunities;
* An international dynamic working environment;
* Experience in project training;
* Modest reimbursement.

**How to apply:**

If interested, please submit your motivation letter (max. 1 page) and CV **(in English)** to [ifo@bsckosovo.org](mailto:ifo@bsckosovo.org) (Ref. Intern Project Assistant: your name) no later than **25th of May 2024.**

For more information on BSC Kosovo, please visit [www.bsckosovo.org](http://www.bsckosovo.org) . **Only shortlist candidates will be contacted**.