Paid internship opportunity

Title: Intern

Type of Position: short term, December 1st, 2018- February 28, 2019; **20hrs/week**

Supervisor: Chief of Party or designee

Location: SEEU Skopje, Macedonia

Background

South East European University is implementing t he USAID and LCIF Children with Visual Impairments Project (CwVIP – more info about the Project at http://cvip.seeu.edu.mk). The Intern will support the timely and accurate implementation of activities. He/she will support the program in day to day activity management.

Roles & Responsibilities

CwVI Project operates as a team. Each team member is expected to support colleagues in duties outside of his/her scope of work, participate in program meetings, activities in various project components. CwVIP staff coordinate with all relevant partners and subgrantees (such as the City Red Cross of Skopje) to accomplish the workplan and project objectives.

The goal of the Intern is to provide a young professional, a university student, and\or recent graduate, with an up to 3 months long experience of working in a dynamic office managed by an USAID and LCIF implementing partner. This individual will be mentored on a daily basis by program specialists (Chief of Party, Project Coordinator ,Promotion specialist, Offcie administrator) and will focus on the implementation of grant activities including monitoring and reporting duties. The Intern will contribute to the successful implementation of the project and will personally acquire new knowledge and skills through the performance of professional project related tasks.

The following responsibilities are not exhaustive and do not cover every task or duty that might be assigned to the Intern.

- Activity Design and Implementation
- Assist POs in day to day management and monitoring of activities
- Post news and events on project's website and social media
- Assist in the preparation of activity documentation
- In collaboration with the POs, ensure accuracy of documentation, approvals, and expenditures
- Archiving project documents
- Database Management and Reporting
- Assist and support the program in compilation and production of required and ad-hoc reporting on program status and impact

- Scan all relevant documents, photos and approvals for each activity and send them to POs for upload to internal databases

- Assist and support in activity Completion and Close-Out, ensuring all relevant documentation is filed and that the database is fully updated and that grant folders have all required documentation

Operations:

- Provide general support to operations as requested

- Support travel and transportation services

- Manage office equipment and supplies

- Support program activity and operations inventories

- Manage equipment and facilities maintenance

- Provide translation services if required

Required Qualifications

- Education: Recently graduated or currently last year of university education in relevant field or experience equivalent as determined by CwVIP Team

- Prior Work Experience:None, though preferably some experience working in an office environment.

- Computer Skills: Proficiency in Word, Excel, photo and video editor.

- Language Proficiency: Fluency in Macedonian or Albanian (both languages are considered as an asset) and strong working knowledge of English in speaking, reading, and writing is required.

- Skills and Abilities: Organizational skills and ability to quickly solve problems. Writing skills, strong attention to detail, capacity to provide concise analysis and clearly express ideas. Dynamic, energetic, team player and active listener. Able to multitask and function well in a fast-paced work environment. Basic translation skills would be an advantage. Team player eager to learn and share.

Preferred Qualifications

- An interest in issues related to persons with disabilities, education of children with disabilities or visual impairment

- Self-starter

- Willingness to travel throughout Macedonia

The monthly gross income will be $150.00

All interested applicants should send an e-mail to: cwvi@seeu.edu.mk

Please email a CV and a letter of interest by COB, November, 12, 2018.
Only applicants invited for interview will be contacted.