

ipkofoundation

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IPKO Foundation is hiring!

IPKO Foundation (IF) is a local operating foundation in Kosovo. Our goal is to seed and support the development of the next generation of leaders with a digital vision for Kosovo. These young leaders may come from any sector or discipline but are united in their embrace of technology, Internet and the information society.

For more information, visit IPKO Foundation at ipkofoundation.org

IF is seeking two full-time Interns

IPKO Foundation (IF) is seeking for two (2) full-time **Interns** to work on our projects. The PI will provide general project and organizational support to the IPKO Foundation team. The successful candidate will be a self-motivated, results-oriented, customer service-minded individual who is able to work well in a deadline-driven, multitasking environment.

Specific Responsibilities: Specific responsibilities include, but are not limited to:

- Assist in the coordination of project planning
- Monitor the achievement of project activities
- Liaise with team to handle requests and queries from Program Manager
- Work with IF staff to plan, design, and implement initiatives, events, including helping to write a variety of materials (e.g. case studies, reports, work plans, proposals, etc.)
- Conduct research, and coordinate activities
- Update and maintain office policies and procedures
- Help in the logistic maintenance of the office and during activities as well
- General administrative and organizational support as needed
- Assist Finance Manager on basic financial administration
- Other duties as assigned.

Qualifications:

- Student in the last year of studies or have a BA Degree
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Experience as an administrative assistant or office admin assistant

- Basic experience on financial administration
- Excellent written and verbal communication skills
- Be fluent in written and speaking Albanian and English
- Be open-minded and have strong communication skills
- Flexible and highly motivated to work with other team member
- Ability to work independently and in a team
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

How to apply:

If you are interested in the position, please send the following materials in a single PDF document:

- CV
- Cover letter demonstrating your interest in the position and relevant experience
- References (open)

Please send the above mentioned documents to the following e-mail address: hr@ipkofoundation.org no later than December 14, 2018 (5 pm). The subject of the email should be: Application for Intern

IPKO Foundation appreciates all applications, but only shortlisted candidates will be contacted.

The expected start date is January, 2019.