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OPEN CALL FOR ADMINISTRATIVE INTERN

IPKO Foundation (IF) is seeking an Intern for 3-6 months with a possibility of extension.

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.

The majority of the IPKO Foundation's activities are focused in education, social tech activities and policy and advocacy. Some of IPKO Foundation's main projects include the Sponsorship Program, DOKU.TECH, Kos Lift, Bar Camps, Girls in ICT, UPSHIFT/Podium/Ponder etc.

For more information, visit IPKO Foundation at ipkofoundation.org.

Responsibilities of the position include but are not limited to:

- Assist in the coordination of project planning and preparation work
- Collaborate with team and assist with ongoing projects
- 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.)
- Help with office needs (logistics, welcoming guests, keeping notes, etc) and during activities as well
- Providing general administrative and organizational support as needed
- Conduct research in fields of interest to the IPKO Foundation
- Translating materials from English to Albanian and vice versa
- Assist in social media blogs, posts etc.
- Keep track of the Facebook messages and group pages that we have created for each training
- Constant communication with the team regarding daily tasks

- 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)
- Basic experience on 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 members
- 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

What do we offer:

- High quality day-to-day team work
- Engagement in innovative, youth-driven projects
- Building of relationships with the IPKO Foundation community
- Expanding of your professional network
- Learning working in different channels that IPKO Foundation uses during the project implementation

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

Please send the above mentioned documents to the following email address: hr@ipkofoundation.org no later than 18 of September, 2019 by midnight. The subject of the email should be: **Application for Administrative Intern.**

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