

INTERNSHIP NOTICE

REF: SEECEL/INASP-04/2014

South East European Centre for Entrepreneurial Learning (SEECEL) is pleased to offer a one-year internship (with a possibility of extension) for 2 (two) recent university graduates and/or unemployed young people, for the following positions:

Name of the internship post: **Intern-Assistant to SEECEL Projects** (2 posts)

Vacancy notice can be found at the following website: <http://www.seecel.hr/tenders> under 'Tenders'.

Start date: 1 October 2014

Eligibility: 2 (two) recent university graduates and/or unemployed young people who have completed at least the first cycle of a higher education programme (university education) and hold the corresponding degree.

Location: Zagreb (SEECEL's premises)

Commitment: Full-time

Application deadline: 8 September 2014

More details:

ABOUT SEECEL

The South East European Centre for Entrepreneurial Learning (hereinafter: SEECEL) is an independent, non-profit institution founded in 2009 on the initiative of eight (8) South East European countries (Albania; Bosnia and Herzegovina; Croatia, Kosovo^{*}; the Former Yugoslav Republic of Macedonia; Montenegro; Serbia and Turkey) with the full support of the European Commission and the Croatian Government represented by the Ministry of Entrepreneurship and Crafts. SEECEL is also supported by the Croatian Chamber of Economy.

^{*}This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on Kosovo declaration of independence

SEECEL is an institution with an international governing board composed of appointed representatives from eight SEECEL Member States (one from ministry of education and one from the ministry responsible for the implementation of the Small Business Act for Europe) and representatives of the European Commission's DG Enlargement and DG Enterprise and Industry, the European Training Foundation (ETF), the Regional Cooperation Council (RCC), the Organization for Economic Cooperation and Development (OECD) and the Croatian Chamber of Economy.

SEECEL's mission is to promote the knowledge, conceptual and implementable solutions as well as the network of experts in the field of entrepreneurial learning as a key competence, in the countries of South East Europe. The goal of SEECEL's activities in this field is to foster competitiveness of small and medium enterprises on national and international level, all in line with key EU policy priorities.

INTERNSHIP DESCRIPTION

1. Aim

An internship within SEECEL is a unique opportunity for recent university graduates (i.e. those who have recently obtained a university diploma and are at the beginning of a professional career) and/or unemployed young people, to work closely with an experienced team of professionals in the fields of education, entrepreneurship and project management.

In general, the aim of SEECEL's Internship Programme are as follows:

- To provide recent university graduates and/or unemployed young people with a first-hand experience of the workings of SEECEL and, thus, to enable them to put into practice knowledge acquired during studies, particularly in their specific areas of competence;
- To contribute to the implementation of specific segment of the SEECEL work programme by applying university graduates' skills linked to their educational and university background;
- To provide recent university graduates and/or unemployed young people with an understanding of the EU policies/*acquis* in the field of entrepreneurship/education (e.g. the Small Business Act for Europe, a Strategic Framework for European Cooperation in Education and Training and other relevant strategic and policy documents related to life-long entrepreneurial learning) and relevant EU integration processes and, hence, to provide them with an insight into the daily application of those policies and processes through the SEECEL work programme;

- To give recent university graduates and/or unemployed young people an opportunity to work in a multicultural and multiethnic environment, contributing to the development of mutual understanding trust and tolerance at the SEE/EU level;
- To enable them to acquire personal experience by means of the contacts made in the course of their everyday work with the staff members/officials of the European Commission Directorates General (EC DGs) and other international institutions active in the SEE region as well as national line institutions/individual experts from the SEE countries.

2. Responsibilities / Job description

The **Intern-Assistant to SEECEL projects** will be supervised by the SEECEL Senior Team who will guide and closely follow them during their internship, acting as their mentors.

The positions are based in Zagreb (SEECEL's premises).

The successful candidates should serve a minimum of one-year uninterrupted service. Preference will be given to candidates available of a full-time basis, i.e. 40 hours per week, Monday through Friday. Hence, the successful candidates should not pursue any other part-time activity or full-time/part-time studies during the internship. The **Intern-Assistant to SEECEL Projects** shall be also required to comply with other specific rules governing the internship programme and the internal rules governing the functioning of SEECEL, in particular rule concerning security and confidentiality.

The type of work will be equivalent to that of a junior executive-grade official. The main responsibilities of the **Intern-Assistant to SEECEL projects** are the following:

- Assisting with administrative tasks related to a day-to-day office management;
- Carrying out other tasks related to a day-to-day operations of SEECEL, such as participating in team meetings, document handling, word processing, maintaining databases, updating web-portal content, data searching, etc;
- Assisting in the organisation of different events envisaged by the SEECEL work programme and other relevant events;
- Assisting in the implementation of additional assignments related to the specific strategic pillar/segment of SEECEL work programme, such as:
 - participating in the work of relevant working groups and in monitoring of their day-to-day work/deliverables envisaged within the SEECEL work programme and, if

applicable, other projects funded by the EU (e.g. Community Programmes) and/or other international donors;

- participating in presentations at different high-level events (e.g. conferences);
- drafting letters, minutes / briefings and activity reports and news to be published at the website;
- assistance with statistical data collection & analysis, compiling information and delivering relevant inputs to the responsible staff members of SEECEL;
- responding to relevant information requests;
- participating in the work of relevant “Community of Practice” activities and other targeted visibility/dissemination activities of SEECEL, as well as basic IT support;
- other tasks defined by SEECEL work programme.

A detailed description of the aforementioned additional assignments that are to be linked with the **Intern–Assistant to SEECEL Projects** educational/university background and specific subject of interest will be jointly defined by the Intern–Assistant and the SEECEL Director at the beginning of the internship. Additional capacity building activities (e.g. participation at different workshops, seminars, study-trips, etc. in Croatia and abroad) may be organised for the Intern–Assistant, subject to the budget availability.

The internship contract shall start on 1 October 2014. However, in an exceptional and duly justified case, after agreement with the SEECEL Director, the date of commencement may be deferred, as long as the minimum internship period is respected. The internship period may be extended beyond the one-year length.

3. Requirements (eligibility, qualifications & skills)

Candidates must have completed at least the first cycle of a higher education programme (university education) and hold the corresponding degree by the closing date for applications.

In line with specific priorities of the SEECEL Work Programme for 2013-2016, SEECEL is looking for interns with a degree in one of the following fields: social sciences, economics, business administration, politics, journalism and/or entrepreneurship.

In addition, the successful candidates should:

- Have excellent oral and written command of English language (equivalent to at least C1 level as defined in the Europass Language Passport instructions) - required;

- Have strong computer skills (Word, Excel, Power Point, databases, html) – required;
- Have good knowledge of a second EU official language – highly desirable;
- Possess prior experience in organisation of events (workshops, seminars, conferences) – highly desirable;
- Have good analytical skills – highly desirable;
- Have basic knowledge of the EU institutional framework: policy making process, EC DGs, etc. – highly desirable.

The **Intern–Assistant to SEECEL Projects** will be part of a small, entrepreneurial and dynamic team. Consequently, flexibility and ability to efficiently handle multiple tasks is crucial in SEECEL environment as the staff/external experts of SEECEL are constantly “on the go” and beneficiaries/strategic partners needs may arise at a short notice.

4. APPLICATION PROCESS

Interested candidates are invited to send their applications in English language, including:

- A motivation letter;
- A CV in Europass template (available at the following website: <http://europass.cedefop.europa.eu>).

Applications must be submitted in an envelope by registered mail or private courier service at the address below:

South East European Centre for Entrepreneurial Learning

Attn: Ms Sonja Šegvić, Office & Event Manager

Ref: SEECEL/INASP–04/2014

Selska 217

10000 Zagreb

Applications sent by any other means (e.g. by fax or by hand delivery) or delivered to other addresses will be rejected.

The deadline for the submission of applications is **8 September 2014** as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

Failure to comply with one of the above formal requirements will result in the immediate disqualification of the applicant. The selection procedures will be carried out by the Internship Committee made up of SEECEL's three permanent staff members. SEECEL shall answer all applications. Only the short-listed candidates will be invited for an interview and testing of relevant skills.

SEECEL's human resources policies and actions are based on a number of distinctive values/standards, which contribute to making SEECEL a modern administration:

- Efficiency;
- Knowledge sharing;
- Transparency;
- Ethics and conduct ;
- Equal opportunities;
- Application of modern Information and Communication Technologies;
- Environmental friendliness;
- Multilingualism.