

Erasmus+ Traineeships in the Western Balkan Region

Internship Offers from Receiving Institutions

A collection of host institutions from the public and private sector for Erasmus+ traineeships in the Western Balkan Region

DAAD

Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Under the Erasmus+ KA107 call 2018 it is for the first time possible to fund traineeships between programme and partner countries (2-12 months duration).

Acquiring new skills in a professional working context adds considerable value to today's Higher Education studies. The Western Balkans is a highly dynamic region and offers interesting opportunities to acquire first professional experiences. However, finding the appropriate organisation for a placement abroad can be challenging for HEIs and even more so for students. To motivate students for a traineeship, the National Agency for higher education in Germany decided to organise a fact-finding mission to Podgorica, Belgrade, Tirana and Pristina in June 2018, where German higher education institutions met potential hosts for traineeships¹.

This activity has been successful, leading to a number of potential host institutions in the Western Balkans who are strongly interested in receiving Erasmus+ students from programme countries for traineeships or placements. The present collection of these private and public organizations covers a broad range of activities and subjects.

Use this source of information to find placements for students from different degrees. You are welcome to get in touch with potential host institutions directly. Please note that we cannot take responsibility for the content of the following documents since we are not the authors.

¹This activity was financed by the Federal Ministry of Education and Science of Germany.

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Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	SymbioticA Sh.p.k.
Type of Organisation/Company	Office for Architecture, Urban Design, Sustainable Development Strategies
Brief description of the Organisation/Company	<p>SymbioticA is an innovative design and consultancy office specialized on creating sustainable urban development processes and providing integrated designs for complex architectural, urban space and land management projects of all scales - from high rise office buildings to large scale public space and regional planning.</p> <p>We are co-operation agents for a smart and effective city production and operate as the creative link between all involved stakeholders. We work on local and international projects and in close collaboration with our public and private sector clients and are experts in managing, identifying, designing and coordinating PROTOTYPES of strategic urban development tools, planning processes, priority action plans and implementation projects.</p>
Address	Rruga Thoma Kacorri No.5, 1023 Tirana, Albania
Website	www.symbiotica.net (under construction)

<u>Contact Person</u>			
Name of Contact Person	Ulrike Bega		
Department/Position	Principal Architect and Planner		
Telephone	00355.68.4075552	Email	uli.bega@symbiotica.net

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Design and Planning of Architectural and Urban Space & Infrastructure Projects
Required skills of trainees	Minimum 3 years of completed university experience (bachelor level) in architecture, urban planning, civil engineering or similar; knowledge of AutoCAD, ADOBE SUITE, MS Office and 3D-modeling programs.
Required language skills of trainees	English
Possible tasks of trainees	Assistance on drafting projects, organization of office tasks, assistance on managing and supervising ongoing projects.

<u>Additional Information</u>	
How should trainees apply?	<p>info@symbiotica.net</p> <p>Letter of Motivation, CV, portfolio / extract of work samples (max. 10 MB)</p>

<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>The minimum duration of an internship is 3 months, longer is preferred; the intern will receive a performance bonus; we will help the intern to find an appropriate accommodation and with all other organizational and administrative issues (such as work / study permit etc.).</p>
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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Innovation and Entrepreneurship Center Tehnopolis
Type of Organisation/Company	Public company
Brief description of the Organisation/Company	<p>Tehnopolis works on developing micro, medium and small enterprises, provides business consulting services, office space, conference space and in near future – biochemical laboratory and laboratory for industrial design.</p> <p>We are working on promotion and development of entrepreneurship, knowledge based growth and commercialization of innovations. Our main goal is to establish more intensive cooperation between the scientific community and the economy, and to motivate young people to think proactively towards the realization of their business idea. Primarily this is about the enterprises whose business operations are based on the scientific and research work, development and implementation of new technologies, i.e. the activities which have a high growth potential, in line with the strategic aims of Montenegro. We have four types of support: infrastructure, consulting, training and incubation.</p> <p>Main sectors in our company through which we are developing our activities consists of two divisions</p> <ol style="list-style-type: none"> 1. Department for Financial, Legal and General Affairs and Infrastructure Development <ul style="list-style-type: none"> • Marketing sector • Finance sector • Logistic sector 2. Department for Innovation and Entrepreneurship Development <ul style="list-style-type: none"> • Business Incubator • Project management and entrepreneurship development • Managing program activities and entrepreneurship development
Address	Radoja Dakica bb, 81400 Niksic, Montenegro
Website	www.tehnopolis.me

<u>Contact Person</u>			
Name of Contact Person	Jelena Djedovic		
Department/Position	Business Incubator Manager		
Telephone	00382 67 667 234	Email	jelena.tehnopolis@gmail.com

Traineeship requirements: Who are you looking for?	
Subject area of trainees	Marketing, Management, Finance, Project, Program
Required skills of trainees	<ul style="list-style-type: none"> • <i>responsible</i> • <i>good organization skills</i> • <i>good communication skills</i> • <i>team work</i> • <i>time management</i>
Required language skills of trainees	<i>English</i>
Possible tasks of trainees	<ul style="list-style-type: none"> • project cycle management • accounting • digital marketing • business planning process • fundraising • event organizing

Additional Information	
How should trainees apply?	Interested trainees should send their application together with a CV and letter of motivation on jelena.tehnopolis@gmail.com
Optional comments (e.g. duration, salary, accommodation)	Tehnopolis can provide a mentor that will create an intership program for trainee in two months duration, as well as free use of Tehnopolis infrastructure capacities (e.g. coworking space, free office space, free WiFi). We can accept two trainees. Tehnopolis cannot cover any salary, food or accommodation costs.

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Institute of modern technology Montenegro
Type of Organisation/Company	Private scientific research institution
Brief description of the Organisation/Company	Research activities in the field of ICT (cyber security, health informatics,...)
Address	Cetinjski put 38/2, 81000 Podgorica, Montenegro
Website	http://www.imtm.me/

<u>Contact Person</u>			
Name of Contact Person	Prof. dr Dragan Đurić		
Department/Position	Head of Research department		
Telephone	+382 20 648 177	Email	office@imtm.me

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	ICT
Required skills of trainees	
Required language skills of trainees	<i>English</i>
Possible tasks of trainees	Support in the EU funded project realization

<u>Additional Information</u>	
How should trainees apply?	All information and application should be sent on mail office@imtm.me
Optional comments (e.g. duration, salary, accommodation)	Duration: 1-3 months

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	AQSHF – Albanian Central State’s Film Archive
Type of Organisation/Company	Public institution
Brief description of the Organisation/Company	Heritage institution dependent on Ministry of Culture, dedicated to preserving and promoting Albanian audiovisual heritage.
Address	Rruga Aleksander Moisiu Nr. 76/1, Tirane 1005, Albania
Website	www.aqshf.gov.al

<u>Contact Person</u>			
Name of Contact Person	Iris Elezi		
Department/Position	Director		
Telephone	0682053221	Email	iris.elezi@aqshf.gov.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Film and other AV media, archiving, art studies
Required skills of trainees	Film handling & preservation practices, cataloguing & research skills
Required language skills of trainees	English
Possible tasks of trainees	Film maintenance, compiling and cataloging vast collection of mostly communist-era film related materials, research and critical writing about Albanian cinema.

<u>Additional Information</u>	
How should trainees apply?	Please send a letter of motivation and CV via email to: iris.elezi@aqshf.gov.al & info@aqshf.gov.al
Optional comments (e.g. duration, salary, accommodation)	Minimum of 6 months, volunteer work is welcome - no salary.

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Academy of Film & Multimedia Marubi
Type of Organisation/Company	Film School
Brief description of the Organisation/Company	The Academy of Film & Multimedia MARUBI offers professional, creative, artistic and technical qualification and education, for those who aspire to get involved in Film and Television Industry. As well as being a film school, we organise many events, such as monthly films screenings, debates, concerts, conferences, and a film festival annually: the International Human Rights Film Festival Albania (IHRFFA)
Address	Kinostudio, rr.Aleksandër Moisiu, nr.78 – Tirana – Albania
Website	www.afmm.edu.al and www.ihrffa.net

<u>Contact Person</u>			
Name of Contact Person	Magali Çashku		
Department/Position	Administrative Director		
Telephone	+355692067576	Email	magali@afmm.edu.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Cultural management
Required skills of trainees	<i>Dynamic, creative, sociable, taking initiatives</i>
Required language skills of trainees	<i>English is necessary. French and/or Italian would be appreciated.</i>
Possible tasks of trainees	Coordination of events, fundraising for specific events, communication of the events through social media

<u>Additional Information</u>	
How should trainees apply?	Send your CV and letter of motivation to the email magali@afmm.edu.al
Optional comments (e.g. duration, salary, accommodation)	No condition of duration, but it is preferable to stay 3 to 10 months. Help on finding an accommodation

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	University of Tirana
Type of Organisation/Company	HEI
Brief description of the Organisation/Company	<p>The University of Tirana, was founded in 1957 as State University of Tirana by joining together five existing institutes of higher education, the most important of which was the Institute of Sciences, founded in 1947. UT is the largest and highest ranking university in Albania.</p> <p>More than 35,000 students attend UT. UT employs more than 1000 faculty members.</p> <p>The current campus is urban and decentralized. A new large and centralized campus has been planned in the southeast periphery of Tirana. UT has the following faculties: Faculty of Social Sciences, Faculty of Natural Sciences, Faculty of History and Philology, Faculty of Law, Faculty of Economics, Faculty of Foreign Languages, Institute of European Studies.</p>
Address	“Mother Teresa”, Square, Rectorate UT, Tirana, Albania
Website	www.unitir.edu.al

<u>Contact Person</u>			
Name of Contact Person	Elton Skendaj		
Department/Position	Director of International Relations and Students		
Telephone	+355 69 554 3439	Email	elton.skendaj@unitir.edu.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	International Relations and International Projects, Students Relation Affairs,
Required skills of trainees	<i>International Relations</i> <i>EU Affairs</i>
Required language skills of trainees	<i>English B2</i>
Possible tasks of trainees	Communication with International Partners Communication with Students

Additional Information



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<p>How should trainees apply?</p>	<p>The applicant should send the scanned version of the documents at the e-mail address: iro@unitir.edu.al; elton.skendaj@unitir.edu.al ;</p> <ul style="list-style-type: none"> - CV - Letter of Motivation - Support letter from sending institution
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>The duration 3-12 months; We cannot guarantee salary but the sending EU institution can use the Erasmus+ EU funds.</p> <p>Accommodation can be provided at Students Residence with a small fee. 40-70 Euro per month</p>

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	University of Shkodra "Luigj Gurakuqi"
Type of Organisation/Company	Public University
Brief description of the Organisation/Company	<p>University of Shkodra is one of the most important institutions and the biggest centre of education, scientific research and culture of Northern Albania. It was first established as High Pedagogical Institute on 02.10.1957. The High Pedagogical Institute' status changed into University of Shkodra, "Luigj Gurakuqi" by the Ministers' Council decree Nr 124, on 28.05.1991.</p> <p>Now the University of Shkodra "Luigj Gurakuqi" has 6 Faculties and 21 Departments.</p> <ul style="list-style-type: none"> • The Faculty of Economics • The Faculty of Education Sciences • The Faculty of Social Sciences • The Faculty of Natural Sciences • The Faculty of Foreign Languages • The Faculty of Law
Address	Rektorati, Sheshi 2 Prilli, Shkoder, Albania
Website	www.unishk.edu.al

<u>Contact Person</u>			
Name of Contact Person	Erard Curcija		
Department/Position	Head of IRO		
Telephone	+355672592159	Email	iroshkoder@unishk.edu.al erard.unishk@gmail.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Social field
Required skills of trainees	<i>Be able to work in group</i> <i>Fluent in English</i> <i>Organizative skills</i>
Required language skills of trainees	<i>English</i>
Possible tasks of trainees	<i>Work in collaboration with the Students' governance representatives</i> <i>Organize social activities with students</i>

	<i>Give in contribution and expertise in project writing and implementation which have to do with students life.</i>
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<u>Additional Information</u>	
How should trainees apply?	<i>Via e-mail:</i> iroshkoder@unishk.edu.al erard.unishk@gmail.com
Optional comments (e.g. duration, salary, accommodation)	

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	University of Prishtina “Hasan Prishtina”, IRO
Type of Organisation/Company	Education
Brief description of the Organisation/Company	University of Prishtina is biggest, largest and oldest University in Kosovo which consists with 13 Academic Units and 14 Administrative Units. At University of Prishtina momentally are enrolled 42,000 students, also there are employed 300 administrative and 900 academic staff in level of University. University of Prishtina offers 144 study programmes in different study fields and three levels of studies, Bachelor, Master and PhD studies starting from Arts, Education, Social, Natural, Medicine, Agriculture, Law and Economics.
Address	Rr. George Bush, p.n. 10000 Prishtinë, Kosovo
Website	www.uni-pr.edu

<u>Contact Person</u>			
Name of Contact Person	Mr. Besnik Loxha		
Department/Position	Academic Development Office, Director		
Telephone	+377 44 118242	Email	Besnik.loxha@uni-pr.edu

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Educating, IT, Business Administration and Marketing, and Communication.
Required skills of trainees	<i>Computer skills, communication, ability to work in group.</i>
Required language skills of trainees	<i>English</i>
Possible tasks of trainees	Trainees will be divided in groups to work in specific projects related to Quality Improvement, Organizational Structure, Curriculum Development Processes, and Communication Strategies, etc.

<u>Additional Information</u>	
How should trainees apply?	lumnije.bajrami@uni-pr.edu , besnik.loxha@uni-pr.edu , <i>CV, letter of motivation and Transcript of Records</i>
Optional comments (e.g. duration, salary, accommodation)	<i>Duration on internships : 3 months</i> <i>Accommodation: Student Centre in Pristina – dorms</i> http://qs.rks.gov.net/

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Hilton Garden Inn Tirana
Type of Organisation/Company	Hospitality
Brief description of the Organisation/Company	<p>The hotel will soon be joining the Hilton Portfolio of Brands and is presently from September 19, 2018 and beyond. Newest Tirana hotel near city center and airport</p> <ul style="list-style-type: none"> • 143 Guest rooms and complimentary Wi-Fi • On-site restaurant, lounge, daily room service and 24-hour Shop • Complimentary fitness center and business center • Over 9,600 sq. ft. of event space
Address	Gjergj Fishta Bulevard Nr.146, Tirana Albania
Website	http://hiltongardeninn3.hilton.com http://hiltongardeninn3.hilton.com/en/hotels/albania/hilton-garden-inn-tirana-TIAGIGI/index.html?WT.mc_id=zVSEC0AL1GI2NaturalSearch3GoogleMyBusiness4luau_tirana_Apr5luau6TIAGIGI7EN8i1

<u>Contact Person</u>			
Name of Contact Person	Ada Petrela		
Department/Position	Human Resources /Manager		
Telephone	00355684074076	Email	ada.petrela@hilton.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Front Office, Sales, Human Resources, Food and Beverage Service
Required skills of trainees	<ul style="list-style-type: none"> • Very good communication Skills • Team Work • Eager to learn
Required language skills of trainees	<ul style="list-style-type: none"> • English Language
Possible tasks of trainees	<ul style="list-style-type: none"> • During the induction period the trainee will have cross training in all departments • Assist the Head of departments or Supervisors in accomplishing day to day tasks /depending on which department will be assigned • Participate in the community activities • Participate in the Team Members activity in the hotel

Additional Information



<p>How should trainees apply?</p>	<p>Please contact via the email ada.petrela@hilton.com</p> <p>Docs attached/CV and a reference letter from the university is preferred.</p>
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>Duration will be up to 3 months</p> <p>Salary And accommodation are to be discussed</p>

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	ManpowerGroup Serbia
Type of Organisation/Company	Human Resources
Brief description of the Organisation/Company	ManpowerGroup is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.
Address	Bul. Mihajla Pupina 115v, Belgrade, Serbia
Website	http://www.manpower.rs/

<u>Contact Person</u>			
Name of Contact Person	Petra Spasojević		
Department/Position	Talent Acquisition Team/ Team Lead for Junior Achievements		
Telephone	+381 11 41 43 090	Email	petra.spasojevic@manpowergroup.rs

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Human Resources/ Psychology/ Business Administration/ Economics/ Law/ Social Sciences/ Philology and similar
Required skills of trainees	<i>Fluency in English is mandatory as well as PC literacy. Problem solving and can-do attitude, interpersonal and communication skills are essential.</i>
Required language skills of trainees	<i>English- fluency level</i>
Possible tasks of trainees	Taking an active role in the <u>selection and recruitment</u> of candidates for various companies and industries. Participating in current projects within <u>People & Culture</u> department of our company Assisting in preparation of <u>HR administration</u> documents and getting acquainted with Serbian Labour Law

<u>Additional Information</u>	
How should trainees apply?	All applicants are welcome to send their resumes and letter of motivation to petra.spasojevic@manpowergroup.rs
Optional comments (e.g. duration, salary, accommodation)	Envisage of duration of the traineeship is up to 2 or 3 months. Accommodation costs as well as meal/lunch is offered for this period.

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	NOVAMAT sh.p.k
Type of Organisation/Company	Industrial trading company
Brief description of the Organisation/Company	Our company deals in the sector of industry by providing products, service, technical consultancy and assistance for all the fields of industry such as: Energy (production / transmission/ distribution) Water sector (full water supply product range/ water treatment/ Measuring instruments and devices Full product range for cement factories, quarry, beverage fabrics, metallurgy, etc Hydraulics/ pneumatics products Service and technical assistance Training in almost all the fields of industry sector
Address	Rruga "Ismail Qemali" Samos Tower, No. 41, Tirana, Albania
Website	http://novamat.al/ https://mepro.al/

<u>Contact Person</u>			
Name of Contact Person	Mr. Mehmet Krasniqi		
Department/Position	General Manager		
Telephone	+355 44 505 180	Email	mehmet.krasniqi@novamat.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	We are looking forward to welcome MSc. and/or PhD. Trainees studying in the Industry sector/ mechanical engineering/ electrical engineering
Required skills of trainees	We would appreciate to welcome students from MSc. And or PhD. Who are able to communicate in German Language and English Language also. We want these trainees to be competent/ friendly/ able to work under pressure of time and also to be able to work in group.
Required language skills of trainees	We would appreciate to welcome trainees who are able to communicate in German Language and English Language also (preferable level B2 of English)
Possible tasks of trainees	<ul style="list-style-type: none"> • It will be requested from him to assist our daily work • To be able to follow up our open projects • (Maybe) to assist our General Manager and engineers while meeting the clients in place (power plant/ different fabrics, etc)



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<u>Additional Information</u>	
How should trainees apply?	<p>They can apply by sending their CV to the e-mail address: mehmet.krasniqi@novamat.al and CC to: info@novamat.al</p>
Optional comments (e.g. duration, salary, accommodation)	

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Council of Europe – Office in Tirana
Type of Organisation/Company	International Organisation
Brief description of the Organisation/Company	Human Rights, Democracy, Rule of Law
Address	Scanderbeg Square, Palace of Culture, second floor, Tirana, Albania
Website	www.coe.al

<u>Contact Person</u>			
Name of Contact Person	Mr Olsi Dekovi		
Department/Position	Deputy Head of Office		
Telephone	+355 4 45 40 201	Email	informtirana@coe.int

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Law, Political Sciences
Required skills of trainees	Active listening, drafting
Required language skills of trainees	Very good command of English is required. Knowledge of Albanian would be an asset.
Possible tasks of trainees	<ul style="list-style-type: none"> • Assist the various office projects on administrative and thematic tasks as necessary; • Assist in the preparation of thematic analysis, covering the key political and democratic reforms running in the country; • Attend relevant events organized by other stakeholders in coordination with the HoO/DHoO.

<u>Additional Information</u>	
How should trainees apply?	<p>For traineeships of 8 weeks – a CV and motivation letter in English should be send at informtirana@coe.int;</p> <p>For traineeships from eight weeks to five months, applications are made via the link https://www.coe.int/en/web/jobs/traineeships, with reference Tirana.</p>
Optional comments (e.g. duration, salary, accommodation)	Trainees are not remunerated. They pay their own travel and accommodation expenses.

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Adaptivit
Type of Organisation/Company	Private Company
Brief description of the Organisation/Company	Adaptivit IT Engineering is experienced software development company, providing professional services based on CMMI processes using effective Agile methodology. Adaptivit welcomes anyone with an open mind and an open heart to contribute through open innovation and digital transformation to create products and platforms for the digital workplace.
Address	Nazim Gafurri 33
Website	www.adaptivit.de

<u>Contact Person</u>			
Name of Contact Person	Mentor Sahiti		
Department/Position	CEO		
Telephone	+383 44 42 40 70	Email	mentor.sahiti@adaptiv-it.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Computer Science, Business Informatics (Wirtschaftsinformatik), Information Security, Economics (BWL, VWL), Marketing, Media Informatics, New Media, Social Media, Project Management
Required skills of trainees	<i>For Software Engineering: solid programming skills (any language), solid knowledge of algorithms and data structures, nice to have: design patterns, scrum, UI/UX, SOA or micro services</i> <i>For Business Informatics: process knowledge</i> <i>For Economics/Marketing/Sales: general economics and market knowledge</i> <i>For New Media / Social Media: social platforms economics, any graphics and multimedia tools, content creation</i>
Required language skills of trainees	<i>Any from German, English, Albanian, Croatian</i>
Possible tasks of trainees	Software Development, Project Management trainee, Customer Services, Marketing, Sales Management....

<u>Additional Information</u>	
How should trainees apply?	hr@adaptiv-it.com <i>CV, letter of motivation</i>
Optional comments (e.g. duration, salary, accommodation)	-

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	DIHA – Deutsche Industrie und Handelsvereinigung in Albanien German Association of Industry and Commerce in Albania
Type of Organisation/Company	NGO
Brief description of the Organisation/Company	<p>The Association represents interests of German companies in Albania as well as of Albanian companies with special interest in contacts and cooperation to companies in Germany.</p> <p>The objective of DIHA is the constant improvement of the economic framework for investments, trade and services in Albania as well as the development of bilateral relations between Albania and Germany. The Association considers itself as contact point for political, economic and social counterparts in Albania. DIHA cooperates closely with other institutions and associations from both countries.</p> <p>What we do</p> <ul style="list-style-type: none"> • Promotion of business relations between Germany and Albania. • Representation of political and economic interests of its member's vis-à-vis government, parliament, chambers, associations and media. • Organization of events and discussions in order to exchange information and experiences. • Support in initiation of entrepreneurial contacts. • Development of company specific information and services.
Address	Rr. Skenderbej, No. 4/7, Tirana, Albania
Website	www.diha.al

<u>Contact Person</u>			
Name of Contact Person	Mr. Bledar Mankollari		
Department/Position	Managing Director		
Telephone	+355 4 222 71 46	Email	info@diha.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Economic Science, Event and Project management
Required skills of trainees	Good team-working skills, very good communication skills, economic background from studies, intercultural competence, innovative, highly pro active person, self organized and open minded
Required language skills of trainees	Very good command of German is required Very good command of English is required

<p>Possible tasks of trainees</p>	<ul style="list-style-type: none"> • Assist on various Events, which are at least once per month. Biggest event with round about 1000 guests is the DIHA-Octoberfest in Tirana. • Assist the various office projects on administrative and thematic tasks as necessary; • Participation on different meetings with possible members, activity visits, economic visits at the German Embassy and with the GIZ etc. • Translation of articles German – English, English – German
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<p style="text-align: center;"><u>Additional Information</u></p>	
<p>How should trainees apply?</p>	<p><i>For traineeships up until 3 months – a CV and motivation letter in German/English should be sent to info@diha.al</i></p>
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>Trainees are not remunerated. They pay their own travel and accommodation expenses.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	European Policy Centre (Centar za evropske politike – CEP)
Type of Organisation/Company	Non-governmental think tank organisation
Brief description of the Organisation/Company	<p>European Policy Centre (CEP) is a non-governmental, non-profit, independent think tank founded with the aim of improving the policy making environment in Serbia, by rendering it more evidence based, more open, inclusive and more substantially EU accession driven. CEP has been selected as one of the best think tanks in Central and Eastern Europe, according to the prestigious Global Go to Think Tank Index.</p> <p>Our mission is to enhance research and analysis as a basis for decision-making, provide high quality policy alternatives to improve the EU accession process and the positioning of Serbia as an equal partner to EU Member States. Our work is based on four programmes and cross-cutting areas that we strive to incorporate into the activities of each of the programmes:</p> <ol style="list-style-type: none"> I. Good Governance (government openness and accountability, public administration reform, democracy and rule of law, and more) II. Internal Market and Competitiveness (conditions for complying with the economic criteria for Serbia's EU membership) III. Regional Policy, Energy and Environment (social development, regional competitiveness, environmental protection, energy, and transportation) IV. Europe&us (EU accession and integration processes) V. Cross cutting themes: efficiency and effectiveness, equal opportunities (gender equality, social inclusion, anti-discrimination), environmental sustainability <p>With our evidence-based research findings, we intend to place these issues and their potential solutions on the agenda of decision makers. Our publications additionally address civil society, academia, media and wider public as well.</p>
Address	Đorđa Vajferta 13 11000 Belgrade Serbia
Website	http://cep.org.rs/en/

<u>Contact Person</u>			
Name of Contact Person	Dragana Bajić		
Department/Position	Researcher		
Telephone	+381 11 4082265	Email	dragana.bajic@cep.org.rs

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	<ul style="list-style-type: none"> • Political science



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	<ul style="list-style-type: none"> • International relations • Legal studies • European studies • Public administration, public management, good governance • Public policy • Environmental or sustainable development studies • Economics • Project Management • Data science • Other social sciences and humanities
Required skills of trainees	<ul style="list-style-type: none"> • A demonstrated interest in one of our programme areas, evidenced by prior academic or professional experience • Good knowledge of research methods • Excellent research, analytical and writing skills • Advance knowledge of Microsoft Office package (Word and Excel in particular)
Required language skills of trainees	<p>Excellent writing and verbal proficiency in English</p> <p>Knowledge of other languages will be considered an asset</p>
Possible tasks of trainees	<p>Possible tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> • Participate in CEP’s current research activities • Develop own research project • Conduct desk research • Assist CEP’s researchers in developing policy products • Attend regular team meetings • Attend relevant events • Data visualisation • Participate in dissemination of research findings • Assist in organising events

<u>Additional Information</u>	
How should trainees apply?	<p>CEP gives internship opportunities to outstanding young professionals. If you are interested in our work and looking for an opportunity to gain useful experience by working in our dynamic team, please send the following documents to office@cep.org.rs or dragana.bajic@cep.org.rs</p> <ol style="list-style-type: none"> 1. Curriculum Vitae 2. Motivation letter (up to 500 words, mentioning the reasons for applying, skills and qualifications, and the field of work the candidate is interested in) 3. Writing sample in English (e.g. essays, articles, policy briefs, reports etc.)
Optional comments (e.g. duration, salary, accommodation)	<p>A prospective trainee will be engaged full-time in CEP’s premises, as an integral member of the think-tank’s team. The trainee will be working with a senior mentor according to his/her field of expertise. The minimum duration of the traineeship is two months and trainees are welcome continuously during the year, including summer.</p>

	<p>CEP will be able to assist in finding accommodation and provide all other necessary information.</p> <p>Belgrade, as the capital of Serbia, is a vibrant city offering plenty of opportunities for personal and professional development.</p> <p>For more information, please contact Ms Dragana Bajić (dragana.bajic@cep.org.rs)</p>
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Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Civil Rights Defenders
Type of Organisation/Company	NGO
Brief description of the Organisation/Company	Civil Rights Defenders is an international human rights organisation. We defend people's civil and political rights and empower human rights defenders at risk. Our unique approach involves working closely with activists on the ground, developing channels for international cooperation and communication, and building activists' capacity to effectively advocate for human rights on the domestic and international levels.
Address	Kralja Milana 10/5, Belgrade, Serbia
Website	https://crd.org/

<u>Contact Person</u>			
Name of Contact Person	Neda Zivanovic		
Department/Position	Europe Department, Programme Officer		
Telephone	Tel: +381 11 362 6084 Mob: +381 64 367 46 97	Email	neda.zivanovic@crd.org

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	<i>Degree in law, political science, journalism, human rights or equivalent.</i>
Required skills of trainees	<i>Have a genuine interest in human rights and knowledge of Civil Rights Defenders work. Good knowledge of the region and the human rights landscape. Good communication skills and the ability to work independently and responsibly. Good writing skills and experience in writing reports, articles and doing research. Experience in event planning</i>
Required language skills of trainees	<i>English</i>
Possible tasks of trainees	<i>The tasks are varied and include assisting in administrating the programs and with preparation of various activities and events organised by Europe Department, assistance with human rights research and monitoring of countries developments, drafting documents and daily briefs.</i>

Additional Information



<p>How should trainees apply?</p>	<p>CV and Cover Letter</p>
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>Civil Rights Defenders offers unpaid internship up to 6 months. Interested candidates can contact us directly in order to discuss more details about our programmes.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	CRTA (Center for Research, Transparency and Accountability)
Type of Organisation/Company	NGO
Brief description of the Organisation/Company	<p>Serbia's NGO CRTA (Center for Research, Transparency and Accountability) gathers people who want to live in a modern and democratic society where citizens are free and equal before the law, where institutions protect the public interest, where the media are independent – in a society where accountability is the basis of all social and political relations.</p> <p>In accordance with its vision, CRTA works on the establishment of innovative and practical mechanisms and tools for citizen engagement in advocacy for an open, accountable and democratic government in Serbia. With a vision of Serbia as a state whose citizens believe that they can bring changes, CRTA develops mechanisms that: inform, educate, influence policies and strengthen institutions. CRTA efforts aim at strengthening democratic processes and ensuring that principles of accountability, transparency and equal participation are implemented in practice.</p>
Address	Topolska 22, Belgrade, Republic of Serbia
Website	www.crta.rs

<u>Contact Person</u>			
Name of Contact Person	Tamara Brankovic		
Department/Position	Policy Lab Coordinator		
Telephone	+381 69 3089 523	Email	tamara.brankovic@crta.rs

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	<p>CRTA has four programme areas through which it conducts its activities:</p> <p>Democratic culture – because our vision is that politics is not just for politicians. It is our human and citizen right to participate in the processes of making decisions which influence our lives. A dialogue has no alternative.</p> <p>Open institutions – because we believe that institutions should serve the citizens. We need strong institutions with integrity which protect the public interest.</p> <p>Elections – because the elections are the pillars of democracy. It is every citizen's right to decide on whom to give his/her vote in free and fair conditions. Our vote is valuable and it can make a difference.</p> <p>Free media – because media should ask questions and critically analyse the reality. We need the media which protect the public interest and tackle the needs of the citizens.</p> <p>Each programme area is covered by the work of several CRTA teams, in which we would like to offer traineeships:</p>

	<p>1. Research and Policy Lab – it consists from the team of researchers which explore, by applying qualitative and quantitative methods, processes of democratization and Europeanization of Serbia and provide analysis on the level of democratic culture in the society, quality of democratic institutions and their interaction with citizens, quality of elections and democratic processes in-between the elections and media environment.</p> <p>2. Istinomer (Truth-o-meter) – is civic media, run by CRTA. It consists from skilled journalists which apply fact-checking and accountability journalism methodology to help citizens of Serbia to hold politicians and public officials to account.</p> <p>3. Education and Action – runs CRTA’s election observation mission, according to the highest international standards for the non-partisan and impartial election monitoring by citizen organizations. This team, as well, works with civic movements, initiatives and organizations in local communities across the entire country, including individuals, in supporting civic activism through education, capacity-building and provision of legal, policy and grant support.</p> <p>4. Communication and Outreach – this team works on communication of CRTA activities and results to Serbian citizens. However, it does not only communicate, but it explores and analyzes how to innovate the ways civil society spreads its messages and how messages are being consumed by the wider public, focusing to the world of social networks and digital media.</p> <p>5. Democratic Tools – is a team that works on developing digital tools for civic engagement in democratic processes. Democratic Tools team as well supports research processes within CRTA, by supporting development of data sets, corresponding web surroundings and data visualization.</p> <p>Trainees could join one of the listed teams, or combine teams, based on their interest.</p>
<p>Required skills of trainees</p>	<p>Traineeship requirements:</p> <ul style="list-style-type: none"> - background in social sciences (i.e. <i>political science, sociology, law, journalism, media science, etc</i>), statistics or in computer science (i.e. <i>information systems and technologies, data science, data visualization, web analytics, etc</i>); - students should be in their final year of undergraduate studies or graduate students (MA, PhD or post-doctoral researcher); - interdisciplinary orientation (i.e. combination of different social sciences or combination of social and computer science) in the official academic background or as a hobby is strongly supported; - students should have interest in socially-engaged research and/or working on the ground, i.e. <i>participating in democratic processes as observer</i>; - excellent computer and written communication skills; - curiosity, self-motivation, analytical and critical thinking, team play. <p>Interdisciplinary orientation combined with the drive for activism would be an advantage.</p>
<p>Required language skills of trainees</p>	<p>English</p>
<p>Possible tasks of trainees</p>	<p>We look forward to involve trainees in all aspects of the CRTA’s work and encourage them to develop or contribute to research or events in their own area of interest.</p> <p>Some of the activities where we look for trainees’ contribution are:</p> <ul style="list-style-type: none"> - CRTA research activities: development of research methodologies, literature overview, data collection and analysis, and development of various types of written products (i.e. <i>infographics, essays, policy briefs, academic articles, journalist articles, etc.</i>) and other types of findings’ presentations (i.e. <i>data visualization</i>);

	<ul style="list-style-type: none"> - to design and conduct their own research (when applicable for MA, PhD or post-doctoral researchers), which is in line with CRTA programme areas, with the help of the particular and relevant members from CRTA teams; - development of possible scenarios for applying research findings in real life (i.e. <i>in cooperation with Democratic Tools team to think and help operationalization of new digital tool or improvement of the existing ones</i>); - to support and help other team members in project implementation, when needed; - to participate, when needed, in CRTA initiatives, i.e. election observation mission, on daily tasks and/or data analysis and report development. - to participate in team meetings, brain-storming and ideas' development activities; - to learn and/or improve his or her skills in: <ul style="list-style-type: none"> qualitative and quantitative research and/or accountability journalism and fact-checking and/or strategies on how to apply research in practice in reality or in digital world and/or datasets, data analysis and visualizations.
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Additional Information	
How should trainees apply?	Trainees should send an application letter with CV attached to the email tamara.brankovic@crtars.rs and ljljana.neskovic@crtars.rs
Optional comments (e.g. duration, salary, accommodation)	<p>CRTA offers traineeship from 3 to 6 months.</p> <p>At the moment, CRTA does not offer salaries for trainees nor accommodation in Belgrade. However, CRTA team will be at the disposal for any sort of logistical help to trainee, regarding the preparations for the arrival to Belgrade and during his or her entire stay within CRTA team and in Belgrade.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	DIMAK & GIZ Albania Deutsches Informationszentrum für Migration, Ausbildung und Karriere Gesellschaft für Internationale Zusammenarbeit in Albanien
Type of Organisation/Company	Regierungsorganisation
Brief description of the Organisation/Company	<p>Dimak is one of the components of the Global Program “Emigration for Development Program” (PME) funded by the Federal Ministry for Economic Cooperation (BMZ) in some selected partner countries. PME is a program of the Centre for International Migration and Development (CIM), a cooperation between the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Office for International Placement Services, a body of the Federal Labour Agency (ZAV/BA).</p> <p>The German Information Centre for Migration, Vocational Education and Career, abbreviated DIMAK, completes a gap in the Albanian counselling market. The task of the employees of DIMAK is to collect and to deliver reliable information and to provide individual counselling. In the newly-established information centre, the visitors receive free informative offers customized pursuant to their needs for the issues of vocational education and employment in Albania as well as in Germany. Anyone who wants to attend the professional education cycle, to study or to work in Germany finds at DIMAK all the necessary information about the conditions and the criteria that should be fulfilled. But DIMAK provides counselling even about the opportunities that exist in Albania. For this purpose, DIMAK organises for example work and career fairs approaching with each other the Albanian businesses with the potential employers. A part of DIMAK activities are even the trainings for job application, on how to write an application letter and a CV.</p>
Address	<p>Deutsches Informationszentrum für Migration, Ausbildung und Karriere (DIMAK) Programme Migration for Development (PME)</p> <p>DRFPP 4 – Drejtoria Rajonale e Formimit Profesional Publik Nr.4 Tirana, Albania Rr. Bulevardi “Bajram Curri” pranë gjimnazit “Besnik Sykja”</p>
Website	https://www.facebook.com/pg/DIMAKAlbania

<u>Contact Person</u>			
Name of Contact Person	Florenc Qosja		
Department/Position	National Coordinator for Migration		
Telephone	+355 69 70 600 05	Email	Dimak-Albania@giz.de

Traineeship requirements: Who are you looking for?	
Subject area of trainees	Career advice, Job Placement Trainings, Cooperation with civil Society Organizations, Job and/or Career Fairs, Event management
Required skills of trainees	<i>Students of social science, economics etc.</i>
Required language skills of trainees	<i>German, English</i>
Possible tasks of trainees	Support the team in career advice for Albania and Germany by providing information about vocational training (Ausbildung) and studying in Germany Support in organizing Job Placement Training, Job and Career Fairs, Event management, PR Campaigns Desk research about Migration, Employment, Vocational Training etc. Support in communication with civil Society organizations

Additional Information	
How should trainees apply?	Dimak-Albania@giz.de CV, Letter of motivation
Optional comments (e.g. duration, salary, accommodation)	We offer support in finding an accommodation

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Diakonie Kosova/ Diakonie Training Center
Type of Organisation/Company	Non Governmental Organization
Brief description of the Organisation/Company	Diakonie Kosova/ Diakonie Training Center is located in south Mitrovica in Kosovo since 2000. Diakos/DTC has a multiethnic team. Diakos/DTC works in different social areas like youth work, farming with people with disabilities, childcare, psycho-social treatments and trainings in different handcraft fields.
Address	info@diakoniekosova.org
Website	www.diakoniekosova.org

<u>Contact Person</u>			
Name of Contact Person	Bernd Baumgarten		
Department/Position	Chairman		
Telephone	+383 28 535 620	Email	info@diakoniekosova.org

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Multiethnic Youth Center, Chicken- and Goat Farm, Kindergarten, Psycho Social Center, Diakonie Training Center (Vocational Training)
Required skills of trainees	<i>Social skills, craftsmanship in different areas (electricity, water installation electrical installation, heating installation, dry construction), Youth worker, Web design, psychological experience etc.</i>
Required language skills of trainees	<i>English, German</i>
Possible tasks of trainees	depending on the field of work

<u>Additional Information</u>	
How should trainees apply?	info@diakoniekosova.org CV with photo, letter of motivation

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	European Movement in Serbia
Type of Organisation/Company	Civil society organization
Brief description of the Organisation/Company	<p>The European Movement in Serbia (EMinS) was founded in 1992 with a mission of advocating peaceful, democratic and full European integration of a democratic and modern Serbia into the EU. We are a project-funded and membership-based organisation that continues to expand and bring together pro-European individuals and organisations dedicated to European values.</p> <p>It is recognised for its experience and professionalism regarding project management, expertise in policy research and advocacy and with adept human and technical capacities.</p> <p>Our activities include:</p> <ul style="list-style-type: none"> • Policy research, publishing, advocacy, campaigns and public events, aimed at initiating, promoting and representing the European integration process and importance of quality political, economic and social reforms in Serbia and spreading democratic principles and values among people; • Education & trainings, mentoring and international exchanges for different target groups, especially youth, in order to create a critical mass in support of the European integration process; • Capacity building for public and local institutions, CSOs and media to initiate changes in their communities, and for national institutions to undertake the necessary policy reforms; • Initiating and engaging in national, regional and international networks to strengthen a proactive influence on policy making. <p>Our track record includes over 250 successful projects. Our projects and services are focused on different aspects of building capacities for European integration with both the general population and specific target groups:</p> <ul style="list-style-type: none"> • Civil Society Organisations • Youth and students • Women • Media • Public servants and officials • Independent and regulatory bodies • National bodies and local self-government • Farmers • SMEs and social entrepreneurs.

	We are dedicated to implementation of our project activities on local level and for local communities. We incorporate gender into all aspects of our work and we use gender-inclusive language.
Address	Kralja Milana 31/II, 11000 Belgrade
Website	www.emins.org

Contact Person			
Name of Contact Person	Svetlana Stefanovic		
Department/Position	Project Manager		
Telephone	+381 3640 174	Email	svetlana.stefanovic@emins.org

Traineeship requirements: Who are you looking for?	
Subject area of trainees	<ol style="list-style-type: none"> 1. European integration; 2. International relations; 3. Western Balkans and regional cooperation; 4. Project cycle management – focus on the CSOs; 5. Management - focus on the CSOs 6. Education 7. Gender equality
Required skills of trainees	<ol style="list-style-type: none"> 1. Communication skills - both oral and written; 2. Ability to work in team; 3. Research skills; 4. Self-initiative 5. Motivation; 6. Determination; 7. Commitment to the job; 8. Passion for continuous Learning; 9. Innovative and creative approach in work.
Required language skills of trainees	English
Possible tasks of trainees	<p>Intern will have following tasks:</p> <ol style="list-style-type: none"> 1. Researching - Assisting in the EMinS research activities to the all topics related to EU integration process as well as preparation of the background material and analysis of documents.; Work on his own thesis, all necessary documentation will be provided to intern, or linked to people who are dealing with the same topic. Result will be some paper – policy paper, policy brief, policy comment, fact sheet on the topic that is main interest of student.

	<p>2. Helping with daily work at the EMinS Secretariat - by working at EMinS offices, the intern will be able to learn about the important information and projects and activities that EMinS is implementing;</p> <p>3. Intern would also be able to attend our conferences, round tables and different events that are to be organized by us or where we are invited and it's relevant for his/her interest or his/her research topic and that have English working language.</p>
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Additional Information	
How should trainees apply?	Trainees apply by sending CV and Motivation letter on email: svetlana.stefanovic@emins.org
Optional comments (e.g. duration, salary, accommodation)	<p>Duration: 3 to 6 months</p> <p>No salary.</p> <p>We can help in suggesting accommodation possibilities.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Forum for Ethnic Relations - FER
Type of Organisation/Company	NGO, think tank
Brief description of the Organisation/Company	FER is a benchmark organization in the field of human rights, ethnic relations, protection of minority rights, and strengthening of democracy and state institutions. For over 30 years, FER has had an important role in building confidence between communities, and contributing to conflict resolution and reconciliation between ethnic, religious and cultural groups. For the past few months, FER has been monitoring the internal dialogue on Kosovo.
Address	Kraljice Natalije 45/VII, 11000 Belgrade, Serbia
Website	http://fer.org.rs/

<u>Contact Person</u>			
Name of Contact Person	Verka Jovanović		
Department/Position	Programme Assistant		
Telephone	+381(0)669004183	Email	verkajovanovic@gmail.com forumbgd@gmail.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	International relations, political science, human rights, minority rights, peace and conflict resolution students
Required skills of trainees	<ul style="list-style-type: none"> - Ability to communicate in English in both its written and oral forms; - Writing skills; - Operational and analytical skills, - Presentation skills - Teamwork ability.
Required language skills of trainees	English
Possible tasks of trainees	<ul style="list-style-type: none"> - To conduct desk research and field research; - To apply most suitable method and scientific and theoretical knowledge for collecting, processing and analyzing primary and secondary project-relevant data sources; - To write specific types of documents (reports, essays, presentations, papers, etc.);

	<ul style="list-style-type: none"> - To take part in the preparation of policy papers with recommendations; - To create his/her work plan and work reports
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<u>Additional Information</u>	
How should trainees apply?	Trainees should apply to the email address forumbgd@gmail.com , sending their CV, a letter of motivation and a recommendation letter from an individual or organization
Optional comments (e.g. duration, salary, accommodation)	

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Forum Ziviler Friedensdienst (forumZFD)
Type of Organisation/Company	Non-governmental organization (NGO)
Brief description of the Organisation/Company	<p>forumZFD is a German organization established in 1996, with the head office in Cologne.</p> <p>In Kosovo, forumZFD is registered as an NGO and has an office since year 2000 and is active (has implemented projects) in the field of peacebuilding. Since 2013, forumZFD Kosovo is part of the western Balkans program (BiH, Serbia, Macedonia and Kosovo). The main focus (thematic fields) in this program are Dealing with the Past and Peace Education. With this program, forumZFD aims to contribute to responsible, peaceful approaches to dealing with the past on individual, societal and political level. Our approach to peacebuilding offers a space to learn from the past and work towards a better future. In that sense, Dealing with the Past and Peace Education are not considered as projects, but processes which need to be embraced not only by the civil society but also governmental institutions and other stakeholders, in order to consciously work towards ensuring a sustainable peace.</p> <p>There are variety of projects / activities being implemented in close cooperation with local partners, such as: University of Prishtina, media, NGO Integra, Kosovo Education Center, the Ministry of Education, Science and Technology, etc. Furthermore, several projects / activities have also the regional (western Balkans) dimension.</p>
Address	Sejdi Kryeziu 16, 10000 Prishtina – Kosovo
Website	http://forumzfd.de/en ; https://westernbalkans.forumzfd.org/ ; http://www.dwp-balkan.org/en/ ; https://www.facebook.com/forumZFDKosovo/

<u>Contact Person</u>			
Name of Contact Person	Nehari Sharri		
Department/Position	Kosovo Programme Manager		
Telephone	+383 38 749 065	Email	sharri@forumzfd.de

Traineeship requirements: Who are you looking for?	
Subject area of trainees	Conflict Management, Education, Human Rights, Media and Information
Required skills of trainees	Familiarity with western Balkan's recent history and developments, possible experience (or studying/vocational training) in the field of peacebuilding, conflict transformation, dealing with the past, peace education, education pedagogy, social work, art or media would be useful.
Required language skills of trainees	English (knowledge of Albanian or Serbian would be an asset)
Possible tasks of trainees	Tasks of the trainees would depend from their skills/studies, interest as well as the length of the traineeship. In general, we can say that the participants would be included and supporting the planned activities (trainings, workshops, conferences, researches) on the country level and offer the possible support on the regional aspect. However, once there is an interested trainee then together with her/him we could concretize their tasks in order to maximize their contribution and involvement in the project activities.

Additional Information	
How should trainees apply?	The interested trainees should send a CV and a letter of motivation to sharri@forumzfd.de . After reviewing the CV, we would have a Skype in order to clarify open questions (of both sides) and discuss possible tasks and dates (length) of the traineeship.
Optional comments (e.g. duration, salary, accommodation)	<p>forumZFD Kosovo would prefer to have a longer traineeship. Unfortunately, we cannot provide any material compensation (salary) for the trainees as well as an accommodation, however, we can support the trainees in finding/renting an accommodation.</p> <p>ForumZFD Kosovo offers a friendly working atmosphere and will give it's best to ensure adequate working conditions within its office premises in Prishtina. Participants will get a working desk, internet connection, sharing/use of office inventory. The regular working hours are 09:00 to 17:00, Monday to Friday.</p> <p>NOTE: Before the traineeship is agreed, forumZFD Kosovo would have to consult/inform the head office in Cologne in order to make sure that the decisions are within the internal administrative regulations.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Institute for Entrepreneurship and Economic Development, IPER
Type of Organisation/ Company	Scientific-research organization
Brief description of the Organisation/ Company	<p>Institute for Entrepreneurship and Economic Development (IPER) is an economic think tank established with the aim to provide support in development of entrepreneurship and private sector in Montenegro. It was founded in 1993 at the Faculty of Economics within the University of Montenegro. Since 1998 IEED operates as an independent policy center, registered as per Montenegrin Law on non-governmental organizations. Within its activities, IEED is carrying out researches at the most important social and economic topics, preparing recommendations from policy development, conducting activities in order to educate entrepreneurs and thus contributing to the improvement of the life quality of Montenegrin citizens.</p> <p>The mission of IEED is – through programs, projects and advocacy activities – to promote and implement the ideas of free market, entrepreneurship, private property in an open, responsible and democratic society in accordance with the rule of law in Montenegro.</p> <p>Core policy areas of IEED’s research work include: i) Regional Policy and Regional Development, ii) Social Policy, iii) Economic Reforms; iv) Business Environment and Job Creation, v) Energy Sector</p>
Address	Business Center Celebic, Kralja Nikole 27a/4 th floor, 81000 Podgorica
Website	www.iper.org.me , https://www.facebook.com/ipermontenegro/?ref=aymt_homepage_panel

<u>Contact Person</u>			
Name of Contact Person	Dr Dragana Radevic		
Department/Position	Director		
Telephone	+382 20 620 611	Email	dradevic@t-com.me

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Statistical data analysis, data collection and interpretation, business analytics, sector analysis
Required skills of trainees	<i>Good knowledge of Excel and SPSS</i>
Required language skills of trainees	<i>Good knowledge of English (including writing)</i>

Possible tasks of trainees	Data collection and analysis, policy analyzes based on the data collected, modeling
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<u>Additional Information</u>	
How should trainees apply?	By sending the CV and motivation letter to dradevic@t-com.me and iper@t-com.me
Optional comments (e.g. duration, salary, accommodation)	

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Lawyers' Committee for Human Rights YUCOM
Type of Organisation/Company	NGO
Brief description of the Organisation/Company	<p>The Lawyers' Committee For Human Rights (YUCOM) was founded in 1997 as an expert, voluntary, non-governmental organization whose members are legal experts engaged in promoting and advocating the idea of the rule of law and uphold of human rights, raising public awareness, conceiving, designing and leading civic initiatives, rendering legal assistance to victims of human rights violation, as well as developing co-operation with national and international organizations involved in human rights protection and promotion.</p> <p>YUCOM is recognized as an organization advocating for human rights and promoting active participation of citizens in legal initiatives. It has profiled itself and gained much recognition as human rights defenders' organization.</p>
Address	Knez Milos Street 4
Website	http://en.yucom.org.rs/

<u>Contact Person</u>			
Name of Contact Person	Milan Antonijevic		
Department/Position	Director		
Telephone	+38169234368	Email	m.antonijevic@yucom.org.rs

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Law, International law, Human and Minority Rights
Required skills of trainees	<i>BA degree in aforementioned areas</i>
Required language skills of trainees	<i>English, BCSM knowledge would be an asset</i>
Possible tasks of trainees	Research, Data analysis

Additional Information	
How should trainees apply?	Via e-mail office@yucom.org.rs CV and letter of motivation
Optional comments (e.g. duration, salary, accommodation)	Up to three months (Minimum 5 weeks) Unpaid position - the organization is not in a position to cover any of the expenses including transport and accommodation

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Loyola-Gymnasium
Type of Organisation/Company	Primary school with daycare, gymnasium with boarding facility, social integration center, music school
Brief description of the Organisation/Company	Local NGO running several private education institutions
Address	Rr. e Tranzitit Petrovë, 20000 Prizren, Kosovë
Website	www.alg-prizren.com

<u>Contact Person</u>			
Name of Contact Person	Dr. Axel Bödefeld SJ		
Department/Position	Executive director		
Telephone		Email	axel.boedefeld@alg-prizren.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Teaching, education, social pedagogics
Required skills of trainees	Basic pedagogical skills, integrative approach
Required language skills of trainees	English is necessary, Albanian is very welcome.
Possible tasks of trainees	Assistant teaching, pedagogical assistant in daycare, boarding or social center, hand-crafts-, music- or sports groups, supplementary classes

<u>Additional Information</u>	
How should trainees apply?	Via e-mail: axel.boedefeld@alg-prizren.com CV, letter of motivation, registration confirmation from faculty
Optional comments (e.g. duration, salary, accommodation)	We can offer food and accommodation but no salary. Period of stay should at least be three months. Living standards and culture/customs in Western Balkans are different.

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	ProCredit Bank
Type of Organisation/Company	SHA (Joint - Stock Company)
Brief description of the Organisation/Company	<p>ProCredit Bank is a development-oriented commercial bank. We offer excellent customer service to small and medium enterprises and to private individuals who would like to save. In our operations, we adhere to a number of core principles: we value transparency in our communication with customers, we do not promote consumer lending, we strive to minimize our ecological footprint, and we provide services which are based both on an understanding of each client's situation and on sound financial analysis.</p> <p>ProCredit Bank Albania is part of ProCredit Group. The parent company of the group is ProCredit Holding a Frankfurt based company which guides the group.</p>
Address	Dritan Hoxha street, No.11, Building 92, H.15, Tirana. Postal Code 1026
Website	www.procreditbank.com.al

<u>Contact Person</u>			
Name of Contact Person	Angelika Xhelili		
Department/Position	Senior Specialist, HR Unit		
Telephone	+355692050381	Email	Angelika.Xhelilaj@procredit-group.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Banking and Finance
Required skills of trainees	Strong commitment to our ethical values and Institutional objectives. A genuine interest in learning, active participation. Professional performance that goes beyond merely meeting targets; we expect interpersonal skills, along with dedication and commitment to the way we view responsibility Solid ethical behavior, contributing to our culture of respect and fairness in which no discrimination of any kind is tolerated, as well as a willingness to work in diverse teams on a daily basis.
Required language skills of trainees	English
Possible tasks of trainees	As by Department/ Unit he/she is working in

<u>Additional Information</u>	
How should trainees apply?	In our official website: www.procreditbank.com.al - Our staff - Our activities - Internship CV and a Motivation Letter
Optional comments (e.g. duration, salary, accommodation)	

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Deutsch-Albanische Schule
Type of Organisation/Company	Private school
Brief description of the Organisation/Company	Private german-albanian school, from 1 st – 9 th Degree
Address	Rruga Nikolla Nishku, 15; Njësia administrative nr 5, 1022 Tirana, Albania
Website	www.deutsch-albanische-schule.al/de

<u>Contact Person</u>		
Name of Contact Person	Orieta Jazxhi	
Department/Position	School president	
Telephone	+355 692 036 444	Email info@deutsch-albanische-schule.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Teaching
Required skills of trainees	Knowledge of Subject Matter, Good Classroom Management Skills, An Engaging Personality and Teaching Style, Passion for Children and Teaching
Required language skills of trainees	<i>German, English</i>
Possible tasks of trainees	<ul style="list-style-type: none"> • Helping the teachers during the lessons • Organising the classroom • Helping in Planning, preparing and presenting lessons • Motivating pupils and maintaining discipline • Preparing and marking work • Working in team in the organisation of the school events, outings and activities

<u>Additional Information</u>	
How should trainees apply?	info@deutsch-albanische-schule.al CV, Letter of motivation, Copy of ID
Optional comments (e.g. duration, salary, accommodation)	A traineeship duration 6-10 Months, no salary, free accommodation.

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Sunce Marinkovic doo
Type of Organisation/Company	Private company
Brief description of the Organisation/Company	<p>The company was founded on the 23rd august 1929 as a small family workshop for steel joinery, gates and fences. The founder Aleksandar Marinković was a well known craftsman whose gates beautify the city of Kragujevac even today. The company was named after the symbol of the sun on the stone bridge in the centre of Kragujevac that was made in Marinković's workshop.</p> <p>The craftsmanship and their values were passed like true family treasures to Aleksandar Marinković's inheritors, his son Ljubiša and grandsons Dušan an Vladimir who continued the family business and tradition and now lead the company with over 100 employees.</p> <p>Due to its nine decade long work and quality, SUNCE proudly takes a leader role in the joinery industry as a most successful company. There are over 20 highly qualified managers and over 80 competent craftsmen. They all stand behind the excellence of SUNCE products.</p>
Address	Lepenički bulevar 39, 34000 Kragujevac Serbia
Website	www.suncemarinkovic.com

<u>Contact Person</u>			
Name of Contact Person	Dragana Marinkovic		
Department/Position	HR		
Telephone	+381653308730	Email	djordjem@suncemarinkovic.com vladimirm@suncemarinkovic.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Optimization and business improvement in the following areas: Production, Export, Stock
Required skills of trainees	<i>analytical approach, assessor, calmness and positive attitude, orientation towards solving the problem, having consciousness of confidentiality</i>
Required language skills of trainees	<i>English, german</i>
Possible tasks of trainees	Depending on the department:

	<p>export: seeking new customers abroad</p> <p>production: improving product quality</p> <p>stock: optimization and organization of lager</p>
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<u>Additional Information</u>	
How should trainees apply?	<p>djordjek@suncemarinkovic.com, vladimirm@suncemarinkovic.com</p> <p>first CV and letter of motivation, than skype interview</p>
Optional comments (e.g. duration, salary, accommodation)	<p>1-3 months, accommodation and food are provided, together we will negotiate and negotiate salary</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Publishing house Klett Serbia (Front end development)
Type of Organisation/Company	Limited Liability Company
Brief description of the Organisation/Company	Publishing house Klett Serbia is part of Klett Group, one of the leading companies dealing with education in Europe. We make traditional and modern educational materials for use in schools. We mainly publish textbooks for preschool, elementary school and high school, also literature and teacher's materials.
Address	Maršala Birjuzova 3-5, Belgrade, Serbia
Website	http://www.klett.rs/

<u>Contact Person</u>			
Name of Contact Person	Milica Vickov		
Department/Position	Personal assistant		
Telephone	+381 65 800 11 47	Email	milica.vickov@klett.rs

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Front end development
Required skills of trainees	Knowledge of HTML, CSS and JS. Minimum a BA in IT related fields. Basic knowledge of Adobe package is a bonus.
Required language skills of trainees	English language, B2 or equal (no formal degree required)
Possible tasks of trainees	<p>Development and programming of content for use in digital textbooks, upgrading existing software solutions, debugging of existing content, maintenance and updates to our web portal, administration of databases.</p> <p>This position includes a lot of communication with the rest of the team on daily bases. This includes other programmers, designers and the project manager. Therefore it is a good opportunity for those who want to develop their soft skills along with programming skills.</p> <p>At first the trainee would be given a number of small tasks on a daily basis. We would use this to assess their knowledge levels. Based on this we would entrust them with a small project of their own to complete in the given time frame of their stay with our company.</p>

<u>Additional Information</u>	
How should trainees apply?	Trainees should send their CV attached to their application on mail milica.vickov@klett.rs
Optional comments (e.g. duration, salary, accommodation)	<p>We would be able to accept a trainee from March to May for the duration of two months. Our working hours are 8.30 am to 16.30pm local time. The trainee would be provided with a computer and company email account for use in our office for the duration of the stay.</p> <p>We do not offer additional salaries. There are no organised lunches in our company.</p> <p>We do (not) pay for the transportation fees. We would provide help with choosing the appropriate accommodations due to the language barrier. The only thing which is very important to us is that You let us know at least a month before they come, so that we could prepare everything.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Klett Publishing House Ltd. (Media Design)
Type of Organisation/Company	Limited Liability Company
Brief description of the Organisation/Company	Publishing house Klett Serbia is part of Klett Group, one of the leading companies dealing with education in Europe. We make traditional and modern educational materials for use in schools. We mainly publish textbooks for preschool, elementary school and high school, also literature and teacher's materials.
Address	Maršala Birjuzova 3-5, Belgrade, Serbia
Website	http://www.klett.rs/

<u>Contact Person</u>			
Name of Contact Person	Milica Vickov		
Department/Position	Personal assistant		
Telephone	+381 65 800 11 47	Email	milica.vickov@klett.rs

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Media design (2D animator / video editor)
Required skills of trainees	Knowledge of Adobe package. Adobe After Effects, Premiere or Animate are all adequate. Photoshop and Illustrator are needed on a basic level. A BA in media design, video or related fields.
Required language skills of trainees	English language, B2 or equal (no formal degree required)
Possible tasks of trainees	<p>Animation of educational materials by scripts written by our editors. These range in difficulty and duration, but most are under 3minutes and fall under the motion graphic category. It is important to note that these are not hand drawn frame-by-frame animations. They would be using our materials (illustrations and audio files)</p> <p>At first the trainee would be given a number of small tasks. We would use these to assess their knowledge levels. Based on this we would entrust them with a small project of their own to complete in the given time frame of their stay with our company.</p>

<u>Additional Information</u>	
How should trainees apply?	Trainees should send their CV attached to their application on mail milica.vickov@klett.rs

<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>We would be able to accept a trainee from March to May for the duration of two months. Our working hours are 8.30 am to 16.30pm local time. The trainee would be provided with a computer and company email account for use in our office for the duration of the stay.</p> <p>We do not offer additional salaries. There are no organised lunches in our company. We do (not) pay for the transportation fees. We would provide help with choosing the appropriate accommodations due to the language barrier. The only thing which is very important to us is that You let us know at least a month before they come, so that we could prepare everything.</p>
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Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Viva Fresh
Type of Organisation/Company	Retail
Brief description of the Organisation/Company	We are a chain retail Company with more than 50 stores and 3000 employees around Kosovo. We are also active in Albania.
Address	10500 Suhodoll, Graçanicë
Website	vivafresh-rks.com

<u>Contact Person</u>			
Name of Contact Person	Berat Lahu		
Department/Position	HR Director		
Telephone	+38649998109	Email	berat.lahu@vivafresh-rks.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Category management, IT (Cloud computing, Big Data management), Logistic Center
Required skills of trainees	High knowledge and innovative. To be able to find solutions in new situations
Required language skills of trainees	<i>English, German, Croatian</i>
Possible tasks of trainees	Creating a successful network of trusted suppliers, creating frameworks for multiple applications, applying data to large scale distribution

<u>Additional Information</u>	
How should trainees apply?	Trainees can apply by sending their application (CV & Motivational letter) to human.resources@vivafresh-rks.com Note: Trainees must mention on the Subject that they're applying for Internship.
Optional comments (e.g. duration, salary, accommodation)	Duration: 1-3 months Salary: TBD (Depending on the trainee profile) Accommodation: TBD (Depending on the number of trainees)

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Telekom Albania
Type of Organisation/Company	Sh.a.
Brief description of the Organisation/Company	Telecommunication
Address	Rruga 'Gjergj Legisi ', Laprake, Tirana, Albania
Website	www.telekom.com.al

<u>Contact Person</u>			
Name of Contact Person	Rexhina Belalla		
Department/Position	Human Resources/ Human Resources Manager		
Telephone	+355 684002500	Email	rbelalla@telekom.com.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Electronic Engineering/ Telecommunication; Finance; Marketing; B2B and B2C Sales.
Required skills of trainees	<i>Knowledge in the required field</i>
Required language skills of trainees	<i>English language knowledge is mandatory</i>
Possible tasks of trainees	Depends on the interests of the students as well as in our concrete projects and task we will have in the particular internship period of time.

<u>Additional Information</u>	
How should trainees apply?	<p>They should contact Mrs. Rexhina Belalla, HR Manager of Telekom Albania, in the e-mail address as below:</p> <p>rbelalla@telekom.com.al.</p> <p>They should attach to their application the CV, letter of motivation and a request from University, stating that it is part of Erasmus project.</p>
Optional comments (e.g. duration, salary, accommodation)	<p>We do not offer payment for the internship students, but we do offer canteen on site, as well as support in logistic (for accommodation).</p> <p>We would prefer to have the trainee for maximum 3 months.</p>

Programmplanung & -organisation

Nationale Agentur für EU-Hochschulzusammenarbeit im DAAD
Deutscher Akademischer Austauschdienst
Referat Erasmus+ Mobilität von Einzelpersonen
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