

CALL FOR PAID INTERSHIP APPLICATION

Application Deadline: 31 March 2023

Position Title: Intern, 2 positions

Contract type: Internship Contract for six months and paid 70% of average monthly salaries in FBiH.

Starting Date: as soon as possible (tentatively 5 April 2023)

WHO WE ARE

The National Democratic Institute (NDI) is a nonprofit, nonpartisan, nongovernmental, organization that responds to the aspirations of people around the world to live in democratic societies that recognize and promote basic human rights. NDI and its local partners have worked to support and strengthen democratic institutions and practices by strengthening political parties, civic organizations and parliaments, safeguarding elections, and promoting citizen participation, openness and accountability in government.

JOB DESCRIPTION

The Intern assists NDI with the implementation of its existing programs in Bosnia and Herzegovina. Position is based in Sarajevo and is supervised by Senior Program Manager.

Responsibilities:

1. Helps in the implementation of program activities such as: seminars, conferences, training events, meetings, consultations.
2. Creating blog posts and contributing to the accounts of the NDI BiH team on social networks.
3. Keeps minutes from meetings, trainings, and seminars.
4. Regularly monitors local print and electronic media and new social media and reports to the NDI BiH team about the main political events in BiH
5. Provides administrative support in the implementation of program activities. Prepares and compiles briefing materials for staff, consultants, and volunteers for NDI BiH programs.
6. Translates BHS documents into English and from English to BHS, as needed and in accordance with possibilities.
7. Performs other tasks as assigned.

EDUCATION & EXPERIENCE

- Candidates who have completed postgraduate studies in the fields of politics and international relations.
- Excellent knowledge of English and BHS (oral and written).
- Ability to carry out detailed and maintaining a time sensitive schedule.
- Ability to draft clearly and communicate information accurately.
- Familiarity working with Microsoft Office programs (Outlook, Word, and Excel).
- Ability to use standard office equipment such as a photocopier, scanner, and printer.
- Strong interpersonal and communication skills.
- Attention to detail and ability to organize.
- Self-motivated and objective driven.

TERMS OF THE INTERSHIP PLACEMENT

1. An internship with NDI does not create an entitlement to future employment with the Organization.
2. The internship is on a full-time basis (40 hours per week) in accordance with the working hours.
3. The total duration of the internship at NDI may not exceed six months.

APPLICATION

Applicants should submit an updated CV& motivation letter in English by email to: (name the address) no later than March 31, 2023. No phone calls, please.

Only limited number of applicants that fulfil the required experience and skills will be invited for an interview. The interviews will be held in English.

Please send the application to: melisa.hakalovic@fpn.unsa.ba by **March 31, 2023**.