

Two Internship Opportunities with My Career

My Career is looking to engage two interns with a three months probation period, with a possibility to extend it if evaluation of the performance is satisfactory:

Internship positions: 1. **Administrative and Finance**

2. **Marketing and PR**

My Career is a spin off organization of USAID Competitiveness Project which works in the area of internship placement and career counseling.

Specific tasks to be carried by the intern:

- Develop evaluation tools and questionnaires for assessment of organization services,
- Assisting in monitoring of the evaluation process of the internship engagements,
- Process contracts for internship and prepare internship reports,
- Assisting in organizing logistic and provide support in organization of trainings, workshops, conferences and other events,
- Assisting in the communication process with the clients,
- Carry out varied and multipurpose tasks in the domain of administrative and operational work,
- Participate in the weekly staff meeting of My Career team,

Qualifications & Skills:

- Education: Business Administration Faculty with specialization in Marketing, PR and Communication, Finance, Accounting (last year of studies or completed). Related fields are welcome to apply
- Strong computer skills and standard word processing and text and spreadsheet applications are a requirement.
- Excellent knowledge of English language and good articulation skills in local languages,
- Very good organizational, analytical, interpersonal, communication and drafting capacities;
- Experience in working with an international organization would be an advantage;
- The applicant should be well motivated and prepared to work as part of a team in a challenging environment.

How to apply:

A detailed CV in English + Cover Letter should be submitted by e-mail only to cv@mojakariera.com.mk

Please send your application no later than **Friday September 23rd, 2011 COB**. When sending the applications please refer for which position you are applying for.

Only short-listed candidates will be invited for an interview.