

This project aims to:

1. Improve the dialogue between the “supply” and “demand” sides of local and regional labor markets.
2. Improve the “supply” of future workers through enhancing the work readiness of VET graduates, unemployed youth registered with the Employment Service Agency and out of school, unregistered and unemployed young people.
3. Build and extend the capacity of public institutions - especially the VET schools and ESA offices – to provide higher quality services response to changing labor market needs.

Founded in 1958, EDC is an international nonprofit organization that works to build bridges between educational research, policy and practice; the organization also works with youth development issues and health. EDC headquarters are in Waltham, MA, USA. EDC also has regional offices in New York City, NY, USA; Washington, DC, USA; Cairo, Egypt, Nairobi, Kenya and numerous project offices around the world. EDC has over 359 projects in 40 countries employing some 1,100 individuals worldwide.

### **YES Network project opens an Intern position.**

#### **Position Summary:**

The responsibilities of the intern are, on a daily basis, to assist YES Network technical staff, in particular the Monitoring and Evaluation Specialist, in operational and administrative tasks. On occasion, the intern may be asked to assist the Office and Information Manager with general office duties. The position is based in Skopje. The position is for six months. Post-intern employment not offered.

#### **Essential Job Functions**

Under the supervision of YES Network technical staff, the intern will:

- Assist M&E Specialist in the implementation of the field based data gathering activities
- Compile qualitative and quantitative data, work with databases and spreadsheets to organize data and perform other data handling and data based reporting activities;
- Translate documents from/to English, Macedonian and Albanian;
- Assist YES Network technical staff in organizing and carrying out training activities and other events through which YES provides assistance;
- Perform other related duties, as directed.

*The above statements are illustrative and intended to describe the general nature and level of work being performed by the person carrying out this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this position.*

### **Qualifications**

- Education: Recent college graduate or final year of studies in psychology, journalism, public relations, sociology or other closely related field;
- Prior Work Experience: None; on-the-job training in EDC/USAID M&E and office procedures will be provided;
- Language Proficiency: Confident and professional level in English and fluent in Macedonian; proficiency in speaking, reading, and writing is required. Albanian or other languages spoken in Macedonia are an advantage;
- Knowledge: Basics understanding of research methodology and data processing; basic understanding of the functioning of the educational system in Macedonia; basic understanding of the current state of Macedonian economy and society
- Skills and Abilities: Computer (proficiency in use of MS Office suite) and well practiced verbal and written communication skills.

### **Additional information:**

- Equipment to be used: Computers, video and still camera.
- Typical Physical Demands: Desk based with periodic travel throughout Macedonia; very occasionally light manual work.

Please submit your letter of interest – in which you clearly state how your skills and knowledge meet the essential job functions - and CV **by 5:00pm, July 24<sup>th</sup> 2012**. Late submissions will not be considered.

All correspondence will be treated in the strictest confidence. Your application must be in English while failure to meet this requirement will result your submission not being considered. Only applicants invited for interview will be contacted.

All submissions should be sent to: Mrs. Sofija Basmadziewa Zewelj, Office and Information Manager, YES Network Project. [sbasmadziewa@edc.org](mailto:sbasmadziewa@edc.org)

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EDC is an Affirmative Action / Equal Opportunity Employer (M/F/D/V) and a smoke-free workplace.

Центар за развој на образованието - ЕДЦ Скопје објавува оглас за практикант на проект финансиран од УСАИД Македонија.