



OPEN POSITION
FOR THE USAID PROJECT “Youth Employability Skills (YES)
Network in Macedonia

Project description

The Youth Employability Skills (YES) Network and Macedonian partners work to: 1) Enhance the work readiness of VET graduates, of unemployed Employment Service Agency (ESA) registrants, and out-of-school, unregistered unemployed youth; 2) Build and extend the capacity of VET schools, ESA offices, youth serving NGOs and Municipalities to provide services to job seekers and flexibly respond to changing labor market needs; 3) Improve social dialogue between “supply” and “demand” between educators/employment trainers and employers through Social and Economic Councils and 4) Use existing and “legacy” structures and processes to accomplish the core aims of the initiative.

Title: Finance and Admin Intern.

Summary: : The goal of the internship is to provide a young unemployed individual with a six month long experience of working in a dynamic office and project implementing environment. This will be mentored on a daily basis by the Office and Information Manager and focus on operational duties. The intern will contribute to the successful implementation of the project and personally acquire new knowledge and skills through the performance of professional project related tasks.

Principal functions include [but are not limited to]:

Under the supervision of Office and Information Manager, the intern will:

- Assist the Office and Information Manager with preparing materials for the YES Network website;
- Assist the Office and Information Manager with daily administrative/finance tasks such as preparation of documents, payment vouchers.
- Translate documents from/to English, Macedonian and also, if able, Albanian;
- Assist the Finance and Administrative Manager with preparation of the financial backup documents;
- Write draft success stories about the project;
- Perform other related duties, as directed.

Qualifications and Requirements:

- A. Education: Recent college graduate or final year of studies in economics, English language, journalism, public relations, or other closely related field;
- B. Prior Work Experience: None;
- C. Language Proficiency: Level IV English and Macedonian ability (Fluent) proficiency in speaking, reading, and writing is required. Additionally, Albanian language capability is a distinct advantage;
- D. Knowledge: Ideally a well-developed interest in the social, economic and educational aspects of contemporary Macedonian society; at least a great desire to learn by doing.
- E. Skills and Abilities: Computer proficiency in MS Office suite, writing/journalistic interest, outreach and communication, detail oriented organized able to multitask and function well in a fast-paced work environment. Basic translation skills would be an advantage. Team player eager to learn and share.
- F. Equipment to be used: Computers, office equipment, video and still camera.

- G. Typical Physical Demands: Light to moderate (rarely) physical exertion in an indoors environment; willingness to travel throughout Macedonia

Please submit your letter of interest and CV **by 5:00pm CET, November 2nd 2011**. 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: Ms. Sofija Basmadzieva, Office and Information Manager, YES Network Project. sbasmadzieva@edc.org

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