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## Job Description

Date of entry into force: **07.06.2018**

### **Position:**

Intern  
After School Support for Teens (ASSET) Program



### **Summary**

The After School Support for Teens (ASSET) Program is a five-year cooperative agreement with USAID. ASSET has the goal of increased employability of Kosovo's in-school youth (Grades 9-12) so they are better prepared to transition from being students to productive, contributing members of society. This goal will be addressed through a combination of activities that provide teens with useful, practical content in financial literacy, entrepreneurship and other workforce readiness efforts, including building stronger linkages between the education sector and the private sector in the delivery of these activities.


The intern will be based in the ASSET office in Pristina. The work may require field visits to schools and municipalities in other parts of Kosovo, but, is unlikely to require any overnight stays. For travel on official business, ASSET will pay all costs of accommodation, travel and subsistence. Some weekend work may be needed, but time off during the week will be given in lieu.

The overall duty of the intern is to assist the staff of USAID's After School Support for Teens (ASSET) Program in successfully implementing its work. The intern will assist the Program staff in organizing different activities and events, such as meetings, conferences, field visits, and teacher training. The intern will also assist staff in translating documents as required; communicating with partners and schools by phone, email and post; carrying out internet searches and other data gathering related to the program; and taking minutes and keeping records of meetings, workshops etc.

The intern may also, at times, be expected to assist other project staff with office and field duties with the approval of the Program Director.

### **Qualifications**

- Education: Recent college graduate or final year of studies in journalism, public relations, sociology and psychology, education, business studies, administration, economics, management, IT, or other related field.
- Prior Work Experience: None.
- Language Proficiency: English and Albanian (Fluent) proficiency in speaking, reading, and writing is required. Fluency in Serbian or another minority language is an advantage.
- Knowledge: understanding of the educational system in Kosovo. Some knowledge or experience of office procedures and interpreting would be an advantage.
- Post Entry Training: On-the-job training in USAID and KEC policies and procedures, and Code of Ethics. Opportunity to learn on IT applications in society and the world of work (e.g. knowledge of coding, robotics, computer control, etc.).

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### **Other skills**

- Advanced computer skills, (in particular experience in MS Word and Excel applications).
- Ability to work successfully as a member of a team and good communication skills.
- An innovative and creative approach to problems.

### **Tasks and responsibilities**

- Assist the Program staff in arranging meetings by making contacts; sending out invitations, preparing materials, taking minutes during the meetings and distributing of the same;
- Assist the Program staff and consultants to organize teacher training activities in the field (organizing schedules for teacher training, drafting participant lists, preparing packages of training materials);
- Assist the Program staff in drafting information materials on ASSET for schools and other stakeholders;
- Support the process of drafting, publication and distribution of guidelines for utilization of educational technology;
- Support implementation of different activities for students in coordination with staff and implementing partners, such as Student Technician Clubs and Design Challenges;
- Contribute to good and considerate working relationships with all staff in the organization, demonstrating respect for their own roles and responsibilities;
- Support the International consultants by providing interpretation and translation from English to Albanian and vice-versa;
- Assist other project staff with the office and field duties; and
- Perform all other duties required by the Program Director.

### **Reporting**

Intern reports to the Program Director and Program Manager.

### **Working hours**

Intern shall perform a full working schedule of 8 hours at KEC offices, adding overtime work depending on the needs and specific requirements by senior management.

### **Remuneration**

The remuneration of interns made in accordance with the employment contract.