



**JOB ADVERTISEMENT**  
**Two (2) Student Interns (paid internship)**  
**for the**  
**Women's Economic Empowerment in Rural Areas of Kosovo-WEERA Project**

**Donor:** Austrian Development Agency-ADA

**Implemented by:** CARE Österreich and CARE International Balkans, Office in Kosovo

**Place(s) of work:** Prishtina

**Contract Duration:** 12 months/each intern (part time, 20 h per week)

**Expected start date:** As soon as possible

**Job Summary:**

CARE International Balkans' office in Kosovo, in partnership with CARE Österreich is implementing the Women's Economic Empowerment in Rural Areas of Kosovo-WEERA Project, funded by Austrian Development Agency-ADA. The action that will be implemented by CARE, will contribute to a more equitable and inclusive socioeconomic development in rural areas of Kosovo and enhance economic and social inclusion of Kosovo rural women by improving the competitiveness of their businesses and their civic participation capacity. The project is expected to contribute to the following results:

1. Women led rural businesses are equipped to introduce financially sustainable and environmentally sound solutions and improve their market position, through a competitive financial and technical assistance scheme
2. Women from rural areas are aware of their economic and social rights and provided with capacities and opportunities for active participation in local decision-making processes.
3. Wide recognition of the role of women in rural areas of Kosovo through promotion of project's best practices and success stories

The project will be implemented in Kosovo, in rural areas of the districts of Pejë/Pec and Gjakovë/Djakovica. It will strengthen entrepreneur rural women leading rural businesses, include male family members in sensitization sessions and representatives of local women's CSOs in advocacy. Local authorities, public institutions, value chain actors and financial institutions will be included in the promotion of women led agribusiness development and gender equality.

CARE is looking to engage **two Student Interns** for the legally permitted period of one year and provide them an opportunity for on-the-job learning of the implementation of the economic development project in an international organization setup and under the direct supervision of the senior staff, foremost CARE Project Manager and CARE Office Manager.

**Main tasks and duties of the Student Interns:**

- Administrative support to the project operation, as per the instructions of the project team. Assistance to the team in gathering and filling documentation on project activities.
- Included in visibility tasks, as per ADA's requirements and assignment by the Project Manager – among other duties, drafts texts for the social media (web page, Instagram and Facebook).

- Support the project community mobilization activities.
- Organization and booking of venues for project activities, travel and accommodations.
- Other duties as assigned from the Project Manager and CARE team.

#### Qualifications

- Student of final year of BA or MA studies in Agribusiness, Economy and Management, Sociology or similar sciences.

#### Technical Skills

- Excellent knowledge of Albanian and English, knowledge of Serbian language desirable.
- Systematic in documentation gathering and filing.
- Ability to manage and prioritize multiple tasks efficiently and effectively and follow up where required.
- Excellent command of the basic Microsoft Office programs (excel, word, PowerPoint, outlook, etc.) and excellent knowledge of social networking.
- Excellent communication skills.
- Active driver - category B driving license, with a clean record.
- Ready for extensive field work.
- Availability for working 20 hours per week.

#### Values & Competencies

- High Respect for Diversity and Gender, Integrity (impartiality, fairness, honesty and truthfulness), Professionalism; Commitment to teamwork; Commitment to continuous learning; Strong cultural awareness & sensitivity; Commitment to flexibility and creativity when required; Commitment to detailed planning and a well-organized implementation

#### How to apply:

Please submit a Cover Letter and Curriculum Vitae to the following e-mail address: [care.kosovo@care.org](mailto:care.kosovo@care.org) no later than **20.10.2022 with the indication "Project Assistant (Intern)"** in the subject line of your application. Incomplete applications will not be reviewed. Only short-listed candidates will be contacted.

*CARE International in the Balkans is an Equal Opportunity Employer. We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to gender, race, ethnicity, national origin, religious beliefs, sexual orientation, age, marital status, family status, disability, or socioeconomic status.*

*CARE has a zero tolerance toward sexual exploitation and abuse and child abuse. CARE requires that its employees, volunteers, suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse.*