



## WBF Call for Interns

*The Western Balkans Fund (WBF) is an International Organization representing its Contracting Parties (Republic of Albania, Bosnia and Herzegovina, Kosovo\*, Republic of North Macedonia, Montenegro, Republic of Serbia). Its main objective and mission are to strengthen neighborly relations, regional cohesion and to advance the integration of the WB into the European Union.*

*The Fund aims to achieve these goals by supporting common regional projects, at “people-to-people” level, creating the conditions to share mutual experiences, values, traditions and culture, in a regional perspective.*

You can find more about WBF mission and activities at [www.westernbalkansfund.org](http://www.westernbalkansfund.org);

### General Provisions

Through a small grant provided by the Swiss Embassy in Tirana, WBF will implement an Internship Program, aiming to provide the opportunity ***to up to three interns from WBF Contracting Parties.*** The Program is intended as a jump-start to students/young professional to enhance their knowledge about regional cooperation and specific objectives of WBF ***through a three-week Program,*** at the WBF Secretariat premises, in Tirana, Albania.

### 1.1. Areas of Professional Development

The areas of professional development are as following:

- A. Grant Management
- B. Public Relations and Communication

While being part of the WBF Secretariat, interns will have the opportunity to increase their knowledge in the cross-cutting areas such as but not limited to: reconciliation, good neighborly relations, gender equality, youth empowerment, cross-border cooperation, European integration.

The application should cover at least one of the above areas of professional development.

### 1.2. Eligibility of applicants

The applicants must:

- a) Be citizens of one of the Contracting Parties (Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia or Serbia)
- b) Must hold at least a first-level university degree relevant for the internship (Political Science, International Relations, Law etc.);
- c) Be fluent in English
- d) Be 25 or younger.

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*\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence*

Additional requirements:

- a) Commitment and passion for regional cooperation and development;
- b) Possess good academic credentials and knowledge of the region;
- c) Exhibit willingness and readiness to work in multicultural international environment;

### 1.2.1 Number of applications per internship

Under this call for internship an applicant may submit only one application for only one of the positions offered within the WBF Secretariat.

## 1.3. Professional experience

### 1.3.1 Training

A comprehensive development curriculum will be designed to ensure that interns develop a WBF mindset, gain the foundational learning needed to understand and contribute to the WBF scope of work, and build the competencies required for an entry-level position in other regional or international organizations; civil society organizations or other institutions: collaboration, leadership, integrative thinking, and innovation skills, while strengthening a culture of continuous learning.

The curriculum includes a blend of learning activities together with WBF Secretariat in small groups or individually.

### 1.3.2 Coaching and Mentoring

The interns will have their assigned mentor from the WBF Secretariat, based on their professional interests and background.

The mentor will help with the necessary logistics, as well as to understand the expectations and challenges of the program.

The mentors will work closely with the intern on assignments in the field of their choice, and help them gain insight into the organizational culture.

At the conclusion of the Internship Program, each intern will be given a Certificate acknowledging their participation in the Program.

## 1.4. What we provide

- WBF will cover the costs of transport to and from Tirana for the selected Interns;
- The WBF will provide the intern with the accommodation in Tirana during their stay;
- Interns will be offered pocket money for their expenses;

### 1.4.1 Health, Life, Accident, and Other Insurance Programs

The WBF **does not** provide basic health, life and accident insurance to the interns.

## 1.5 Where and how to send applications

The applicants are invited to submit a full Application (google application), in English language together with the supporting documents, as follows:

1. Application form
2. Copy of University Diploma
3. Letter/s of recommendation/s
4. CV

The full application package must be submitted online to the following email: [info@westernbalkansfund.org](mailto:info@westernbalkansfund.org);

## 1.6. Deadline for submission of applications

The deadline for the submission of applications for internship is following: 21/11/2019 at 17:00hrs (WB6 time).

## 1.7. Evaluation and selection of applications

Applications will be evaluated and approved by the WBF management.

### 1.7.1 Notification of the WBF's decision

The successful applicants will be informed by 27<sup>th</sup> of November 2019.  
The Internship Program will start in 4 December 2019.