

Nadacia Pontis

Department/Division: Development and democratisation department

Pontis Foundation is one of the biggest foundations in Slovakia. Pontis Foundation supports corporate philanthropy, corporate responsibility and is active in development cooperation. Through the projects in the field of democratization and development abroad, we support civil society in Belarus and in the past also in Cuba. In 2010 we began implementation of a project aimed at improving the computer literacy of teachers and students in southeast Kenya. We implement projects in the Balkans and Moldova aimed at transferring Slovak transition and EU integration experience. We promote foreign policy of the Slovak Republic and the European Union, based on democratic values such as respect for human rights and solidarity.

Position title: global education / public policy project assistant

Position purpose:

Duties and responsibilities: helping to pursue advocacy campaign in global education, help out with projects launch in Moldova (cooperation of municipalities in Slovakia and Moldova) and project in Kosovo (advocacy campaigns and youth activism)

Qualifications

Field/s of study:

- Education science

Level of study: not relevant

Professional competencies: communication skills, logistical abilities, experience with global education, public policy, advocacy are an asset

Key competencies/Language skills:

- English - Proficiency (Required)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user
- Web Browsing and Communication - Independent user

Key competencies/Other:

- Interpersonal Skills
- Reliability
- Teamwork
- Adaptability/Flexibility
- Scheduling & Coordinating

How to apply

Please send cv, cover letter by 30.9.2014 at the latest.

Facts

Economic sector: Other professional, scientific and technical activities

Size: staff 21 to 50

Working language/s: English, Slovak

Type of work placement: Internship

City/Country: Bratislava Slovakia

Earliest start date: 22.9.2014

Latest start date: 1.10.2014

Duration: 3 months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- travel allowance

Application

Required application documents: cv, cover letter

Application deadline: 30.9.2014