

PROJECT MANAGEMENT INTERNSHIP FOR ACCELERATION, INCUBATION AND INTERNSHIP PROGRAM

INFORMATION ABOUT THE POSITION

JOB TITLE: Project management internship for Acceleration, Incubation and Internship Program

PLACE OF WORK: Slovak Business Agency, Miletičova 23, Bratislava, Slovakia

START DATE: internship starts no earlier than the end of September 2015

DURATION OF INTERNSHIP: up to 12 months

CONTRACT TYPE: internship

NOTE: internship will be unpaid

JOB DESCRIPTION, DAILY RESPONSIBILITIES AND DUTIES

Acceleration program is an intensive several months lasting program focused on the potential entrepreneurs whose intention is to start their own business based on results of scientific and research activities. It will provide services such as: individual or joint consultancies, mentoring, intensive training program and cycle of workshops, services based on co-working, expert and specialized lectures, presentations, and seminars, networking opportunities, technology transfer or implementation of innovations etc.

Under the Incubation program a business/technology incubator will operate. The basic intention is to provide entrepreneurs with space to rent, care of experts and mentors, nonfinancial as well as financial and administrative services. During the incubation period which usually takes 3 years, exceptionally 4 to 5 years companies will become financially independent, successful and start operating on markets.

Focus of the Internship program is on the SMEs with growth potential, mainly high tech based SMEs, and smart young people (students, recent graduates, postgraduates etc.) who might be enrolled for several months in well known foreign businesses and innovation support institutions like technology & innovation parks and centers primary located in the United States, Israel and Singapore, etc.

All the above mentioned programs are currently being prepared. Your daily responsibilities will thus include your active and direct involvement in their preparation phase.

INTERNSHIP REQUIREMENTS

MINIMUM EDUCATION REQUIRED

University graduate

Registered student at a university institution

Registered student at an educational institution in Canada

Note: Study in management or business is an advantage

LANGUAGE SKILLS

English native speaker (other foreign language is an advantage)

COMPUTER SKILLS – USER

Advanced

PERSONALITY REQUIREMENTS AND SKILLS

Knowledge of various startup ecosystem is an advantage
Analytical thinking, attention to detail, structured approach to problem-solving
Ability to work independently and under pressure
Strong presentation and negotiation skills
Time management skills
Self motivation oriented on delivery of the target
Open-minded, communicative, responsible, reliable, flexible

VISA REQUIREMENTS

The internship is based on a temporary work stay of youth in the Slovak Republic. The Canadian citizens have to apply for Slovak National Visa, which will allow them not only to travel around the Slovak Republic for up to one year but also to work on an occasional basis. The visa is granted free of charge.

The applicants for temporary work stays of youth in the Slovak Republic must meet certain general conditions, namely they must be:

- a) **Canadian citizens;**
- b) **Canadian residents;**
- c) **holders of a Canadian passport valid for a period of time exceeding duration of stay under the *Agreement*;**
- d) **of age between 18 and 35 inclusively on the date the application is submitted.**

The only visa office competent to issue visa for stay in the Slovak Republic exceeding 90 days but not exceeding one year is the Embassy of the Slovak Republic in Ottawa. Visa applications must be submitted in person. The visa application is available on the web page of the Embassy of the Slovak Republic in Ottawa (www.mzv.sk/ottawa) in chapter “Consular and Visa Section” It is necessary to fill in the “Application for the National Visa” In the visa application form, box 21, requesting the purpose of the journey, the applicant marks “other reasons” and type “Youth Mobility Programme”.

The list of documents to be submitted by the applicant with the completed visa application form is as following:

1. Canadian passport with a validity exceeding the expected duration of stay by at least 3 months;
2. One passport size recent photo;
3. A return ticket, ticket reservation or sufficient financial resources to purchase such a ticket;
4. A proof of financial resources in amount 1785 EUR* necessary to cover the expenses* involved at the beginning of the stay in the territory of the Slovak Republic (the availability of financial means can be proved either by the presentation of cash, a credit card with the latest account statement, travel checks or a bank account statement);
5. Declaration on the Travel Health Insurance which is to be arranged prior to the entry on the territory of the Slovak Republic for the duration of the authorized stay in the Slovak Republic with the minimum insurance coverage of 30,000 EUR to cover medical treatment expenses in case of an injury or sudden sickness, including repatriation to Canada;

6. Self-addressed prepaid courier envelope for the return shipment of the applicant's passport;
7. Under Article 2 of the Agreement, the Applicant is required, as the case may be:
 - to demonstrate that he/she has have obtained a pre-arranged contract remunerated employment, on a signed letter-head paper of the company or institution that will employ him/her (this document should include detailed information on the date of the beginning and termination of the employment, the amount of remuneration and the description of work);
 - or
 - to provide documentation proving registration at a post-secondary institution in Canada (Letter of Acceptance) and to demonstrate that he/she has obtained a pre-arranged internship or work placement in the Slovak Republic;
 - or
 - to confirm in writing the intention to stay in the territory of the Slovak Republic for vacation with the possibility of obtaining remunerated employment on an occasional basis to supplement the financial resources.

For more information also see:

http://www.mzv.sk/servlet/ottawazu?MT=/App/WCM/ZU/OttawaZU/main.nsf/vw_ByID/ID_621F5291AE4A5FD4C125715B004FFE51_EN&TG=BlankMaster&URL=/App/WCM/ZU/ottawazu/main.nsf/vw_ByID/ID_B52DFEC618D45B6DC12578D40033F567_EN&OpenDocument=Y&DS=Y&LANG=SK

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BRIEF DESCRIPTION OF THE COMPANY

Slovak Business Agency is the oldest non-profit organization for the support of small and medium-sized enterprises (SMEs) in Slovakia. SBA wants to be the first choice for Slovak enterprises for starting and development of their businesses. Main goal of our activities is the business environment improvement. SBA supports SMEs at the national, regional and local level in compliance with the Small Business Act's principles. SBA helps to improve the competitiveness of the Slovak SMEs within the European single market as well as in the non-EU markets. Our intention is to increase the competitiveness of the Slovak business environment, survival rate and innovation performance of the Slovak enterprises and employment rate in the private sector as well as to stimulate entrepreneurial spirit and avoid the overall marginalization of the Slovak enterprises.

National Business Center is a project of the SBA and the Slovak Centre of Scientific and Technical Information. It is a one-stop-shop concept providing a wide range of services for beginners as well as experienced entrepreneurs, creative people and innovators who are thinking to commercialize their ideas, but also for all enthusiasts who want to learn more about the world of business. NBC is supported by the EU Structural Funds and will offer a wide range of services such as:

- financial support and non-financial services
- technology transfer
- workshops at FabLab and CreativePoint as well as other educational activities
- opportunities for networking at conferences and seminars

All the above mentioned programs, namely the Acceleration, the Incubation as well as the Internship program are going to be an integral part of the services provided by the National Business Center.

CONTACT INFORMATION

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