

PROJECT MANAGEMENT INTERNSHIP

INFORMATION ABOUT THE POSITION

JOB TITLE: Project management internship at the Department of International Activities

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

Preparation and submission of the projects

Project/activity planning in terms of the resources and deadlines

Implementation and monitoring of the approved projects/activities

Financial control of the implemented projects/activities

Documents drafting (contract proposals, contract amendments, financial statements etc.)

Cooperation with other departments operating within the Slovak Business Agency (i.e. Marketing Department in realization of the marketing strategies related to the project)

Administration and archiving of the project documentation

Communication with the relevant stakeholders

Operational tasks assigned by the supervisor

INTERNSHIP REQUIREMENTS

MINIMUM EDUCATION REQUIRED

University graduate

Registered student at a university institution

Registered student at an educational institution in Canada

LANGUAGE SKILLS

English native speaker (other foreign language is an advantage)

COMPUTER SKILLS – USER

Advanced

PERSONALITY REQUIREMENTS AND SKILLS

Experience in project management is an advantage

Knowledge of the SMEs' transatlantic support programs

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.

MAIN FOCUS OF THE COMPANY'S ACTIVITIES

Support of the Slovak SMEs

CONTACT INFORMATION

SLOVAK BUSINESS AGENCY

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