



The National Democratic Institute for International Affairs (NDI) is looking for an **Intern** to be engaged on a *part-time basis* in its Tirana-based office:

This is an **unpaid** position for the period **February - April 2018**, with the opportunity for another three-month extension. The position foresees part-time engagement and working hours are subject to agreement with the candidate selected. The Intern will assist NDI ongoing projects and activities.

Primary responsibilities:

- Research and gather materials on specific topics, such as preparing political briefs;
- Assist in backstopping NDI Albania team;
- Attend meetings and seminars organized by NDI Albania and NDI regional programs, take minutes from events and prepare oral briefings for team members;
- Provide administrative support to NDI Albania country program, including filing, copying, mailing, and/or event preparation;
- Provide accurate translation of specific documents/newspaper articles as needed from Albanian to English and vice versa;

Required skills and qualifications:

- Generally pursuing undergraduate or graduate program, or a recent graduate; relevant degree programs might include but are not limited to political/social sciences, international relations, law, European integration or related area;
- Excellent communication and research skills;
- Able to prioritize, meet deadlines and work with a team;
- Excellent written/spoken English and Albanian;
- Excellent knowledge of MS Office package;
- Enthusiastic about the use of new technology and social media;
- Has self-initiative and good advocacy skills;
- Demonstrated knowledge of the political and social landscape of Albania;

Interested candidates should send a Motivation Letter, CV and one reference letter (from professor, previous employer, community leader) to: [mkamolli@ndi.org](mailto:mkamolli@ndi.org)

Deadline for submission of required documents: **January 24<sup>th</sup>, 2018**

*NDI is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, colour, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.*