

**Partners for Democratic Change Slovakia**  
**Department/Division: Development Education**

PDCS je mimovládna organizácia poskytujúca profesionálne vzdelávacie a facilitačné služby, konzultácie a poradenstvo v oblasti riešenia konfliktov, podpory spoločenského dialógu, občianskej participácie a rozvoja občianskej spoločnosti na Slovensku i v zahraničí.

**Position title:** Project Assistant for Ukraine

**Position purpose:** The position is suitable for people interested in Ukraine, especially peaceful conflict resolution, community development and human rights in development. The projects are aimed at support of the local community leaders, training, facilitating participatory planning of local development, etc. Most of the work is located in Bratislava, but short visits in Ukraine are possible (not obligatory). The project is covering just the territories controlled by Ukrainian government. The project is a long-term activity of PDCS.

**Duties and responsibilities:** - project management

- communication with the donor
- communication with the local partners in Ukraine
- organization of training events
- participation in creating/adopting training curricula tailor made for the project purposes
- PR publications

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**Qualifications**

**Field/s of study:**

- Social and behavioural science (broad programmes)
- Political science and civics
- Sociology and cultural studies
- Social and behavioural science (others)
- Earth science

**Level of study:** master

**Professional competencies:** - project management

- writing skills
- MS office
- training experience welcomed
- research and analytical skills

**Key competencies/Language skills:**

- Russian - Proficiency (Required)
- English - Proficiency (Required)
- Ukrainian - Elementary (Preferred)

**Key competencies/Computer skills:**

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

**Key competencies/Other:**

- Interpersonal Skills
- Critical & Analytical Thinking
- Intercultural perception
- Integrity

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**How to apply**

Please send CV, cover letter by 01/04/2017 at the latest.

**Facts**

**Economic sector:** Other education

**Size:** staff 1 to 20

**Working language/s:** Slovak, English, French

**Type of work placement:** Internship

**City/Country:** Bratislava Slovakia

**Earliest start date:** 15/02/2017

**Latest start date:** 01/09/2017

**Duration:** 6.0 months

**Remuneration:**

**Financial contribution:** 0 EUR/month

**Contribution in kind:**

- none

**Application**

**Required application documents:** CV, cover letter

**Application deadline:** 01/04/2017