

Erasmus+ Traineeships in the Western Balkan Region

Internship Offers from Receiving Institutions

Albanien

A collection of host institutions from the public and private sector for Erasmus+ traineeships in the Western Balkan Region

DAAD

Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Under the Erasmus+ KA107 call 2018 it is for the first time possible to fund traineeships between programme and partner countries (2-12 months duration).

Acquiring new skills in a professional working context adds considerable value to today's Higher Education studies. The Western Balkans is a highly dynamic region and offers interesting opportunities to acquire first professional experiences. However, finding the appropriate organisation for a placement abroad can be challenging for HEIs and even more so for students. To motivate students for a traineeship, the National Agency for higher education in Germany decided to organise a fact-finding mission to Podgorica, Belgrade, Tirana and Pristina in June 2018, where German higher education institutions met potential hosts for traineeships¹.

This activity has been successful, leading to a number of potential host institutions in the Western Balkans who are strongly interested in receiving Erasmus+ students from programme countries for traineeships or placements. The present collection of these private and public organizations covers a broad range of activities and subjects.

Use this source of information to find placements for students from different degrees. You are welcome to get in touch with potential host institutions directly. Please note that we cannot take responsibility for the content of the following documents since we are not the authors.

¹This activity was financed by the Federal Ministry of Education and Science of Germany.

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	SymbioticA Sh.p.k.
Type of Organisation/Company	Office for Architecture, Urban Design, Sustainable Development Strategies
Brief description of the Organisation/Company	<p>SymbioticA is an innovative design and consultancy office specialized on creating sustainable urban development processes and providing integrated designs for complex architectural, urban space and land management projects of all scales - from high rise office buildings to large scale public space and regional planning.</p> <p>We are co-operation agents for a smart and effective city production and operate as the creative link between all involved stakeholders. We work on local and international projects and in close collaboration with our public and private sector clients and are experts in managing, identifying, designing and coordinating PROTOTYPES of strategic urban development tools, planning processes, priority action plans and implementation projects.</p>
Address	Rruga Thoma Kacorri No.5, 1023 Tirana, Albania
Website	www.symbiotica.net (under construction)

<u>Contact Person</u>			
Name of Contact Person	Ulrike Bega		
Department/Position	Principal Architect and Planner		
Telephone	00355.68.4075552	Email	uli.bega@symbiotica.net

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Design and Planning of Architectural and Urban Space & Infrastructure Projects
Required skills of trainees	Minimum 3 years of completed university experience (bachelor level) in architecture, urban planning, civil engineering or similar; knowledge of AutoCAD, ADOBE SUITE, MS Office and 3D-modeling programs.
Required language skills of trainees	English
Possible tasks of trainees	Assistance on drafting projects, organization of office tasks, assistance on managing and supervising ongoing projects.

<u>Additional Information</u>	
How should trainees apply?	<p>info@symbiotica.net</p> <p>Letter of Motivation, CV, portfolio / extract of work samples (max. 10 MB)</p>

<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>The minimum duration of an internship is 3 months, longer is preferred; the intern will receive a performance bonus; we will help the intern to find an appropriate accommodation and with all other organizational and administrative issues (such as work / study permit etc.).</p>
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Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	AQSHF – Albanian Central State’s Film Archive
Type of Organisation/Company	Public institution
Brief description of the Organisation/Company	Heritage institution dependent on Ministry of Culture, dedicated to preserving and promoting Albanian audiovisual heritage.
Address	Rruga Aleksander Moisiu Nr. 76/1, Tirane 1005, Albania
Website	www.aqshf.gov.al

<u>Contact Person</u>			
Name of Contact Person	Iris Elezi		
Department/Position	Director		
Telephone	0682053221	Email	iris.elezi@aqshf.gov.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Film and other AV media, archiving, art studies
Required skills of trainees	Film handling & preservation practices, cataloguing & research skills
Required language skills of trainees	English
Possible tasks of trainees	Film maintenance, compiling and cataloging vast collection of mostly communist-era film related materials, research and critical writing about Albanian cinema.

<u>Additional Information</u>	
How should trainees apply?	Please send a letter of motivation and CV via email to: iris.elezi@aqshf.gov.al & info@aqshf.gov.al
Optional comments (e.g. duration, salary, accommodation)	Minimum of 6 months, volunteer work is welcome - no salary.

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Academy of Film & Multimedia Marubi
Type of Organisation/Company	Film School
Brief description of the Organisation/Company	The Academy of Film & Multimedia MARUBI offers professional, creative, artistic and technical qualification and education, for those who aspire to get involved in Film and Television Industry. As well as being a film school, we organise many events, such as monthly films screenings, debates, concerts, conferences, and a film festival annually: the International Human Rights Film Festival Albania (IHRFFA)
Address	Kinostudio, rr.Aleksandër Moisiu, nr.78 – Tirana – Albania
Website	www.afmm.edu.al and www.ihrffa.net

<u>Contact Person</u>			
Name of Contact Person	Magali Çashku		
Department/Position	Administrative Director		
Telephone	+355692067576	Email	magali@afmm.edu.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Cultural management
Required skills of trainees	<i>Dynamic, creative, sociable, taking initiatives</i>
Required language skills of trainees	<i>English is necessary. French and/or Italian would be appreciated.</i>
Possible tasks of trainees	Coordination of events, fundraising for specific events, communication of the events through social media

<u>Additional Information</u>	
How should trainees apply?	Send your CV and letter of motivation to the email magali@afmm.edu.al
Optional comments (e.g. duration, salary, accommodation)	No condition of duration, but it is preferable to stay 3 to 10 months. Help on finding an accommodation

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	University of Tirana
Type of Organisation/Company	HEI
Brief description of the Organisation/Company	<p>The University of Tirana, was founded in 1957 as State University of Tirana by joining together five existing institutes of higher education, the most important of which was the Institute of Sciences, founded in 1947. UT is the largest and highest ranking university in Albania.</p> <p>More than 35,000 students attend UT. UT employs more than 1000 faculty members.</p> <p>The current campus is urban and decentralized. A new large and centralized campus has been planned in the southeast periphery of Tirana. UT has the following faculties: Faculty of Social Sciences, Faculty of Natural Sciences, Faculty of History and Philology, Faculty of Law, Faculty of Economics, Faculty of Foreign Languages, Institute of European Studies.</p>
Address	“Mother Teresa”, Square, Rectorate UT, Tirana, Albania
Website	www.unitir.edu.al

<u>Contact Person</u>			
Name of Contact Person	Elton Skendaj		
Department/Position	Director of International Relations and Students		
Telephone	+355 69 554 3439	Email	elton.skendaj@unitir.edu.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	International Relations and International Projects, Students Relation Affairs,
Required skills of trainees	<i>International Relations</i> <i>EU Affairs</i>
Required language skills of trainees	<i>English B2</i>
Possible tasks of trainees	Communication with International Partners Communication with Students

Additional Information



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<p>How should trainees apply?</p>	<p>The applicant should send the scanned version of the documents at the e-mail address: iro@unitir.edu.al; elton.skendaj@unitir.edu.al ;</p> <ul style="list-style-type: none"> - CV - Letter of Motivation - Support letter from sending institution
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>The duration 3-12 months; We cannot guarantee salary but the sending EU institution can use the Erasmus+ EU funds.</p> <p>Accommodation can be provided at Students Residence with a small fee. 40-70 Euro per month</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	University of Shkodra “Luigj Gurakuqi”
Type of Organisation/Company	Public University
Brief description of the Organisation/Company	<p>University of Shkodra is one of the most important institutions and the biggest centre of education, scientific research and culture of Northern Albania. It was first established as High Pedagogical Institute on 02.10.1957. The High Pedagogical Institute' status changed into University of Shkodra, "Luigj Gurakuqi" by the Ministers' Council decree Nr 124, on 28.05.1991.</p> <p>Now the University of Shkodra “Luigj Gurakuqi” has 6 Faculties and 21 Departments.</p> <ul style="list-style-type: none"> • The Faculty of Economics • The Faculty of Education Sciences • The Faculty of Social Sciences • The Faculty of Natural Sciences • The Faculty of Foreign Languages • The Faculty of Law
Address	Rektorati, Sheshi 2 Prilli, Shkoder, Albania
Website	www.unishk.edu.al

<u>Contact Person</u>			
Name of Contact Person	Erard Curcija		
Department/Position	Head of IRO		
Telephone	+355672592159	Email	iroskoder@unishk.edu.al erard.unishk@gmail.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Social field
Required skills of trainees	<i>Be able to work in group</i> <i>Fluent in English</i> <i>Organizational skills</i>
Required language skills of trainees	<i>English</i>
Possible tasks of trainees	<i>Work in collaboration with the Students' governance representatives</i> <i>Organize social activities with students</i>

	<i>Give in contribution and expertise in project writing and implementation which have to do with students life.</i>
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<u>Additional Information</u>	
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How should trainees apply?	<p><i>Via e-mail:</i></p> <p>iroshkoder@unishk.edu.al</p> <p>erard.unishk@gmail.com</p>
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Optional comments (e.g. duration, salary, accommodation)	
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Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Hilton Garden Inn Tirana
Type of Organisation/Company	Hospitality
Brief description of the Organisation/Company	<p>The hotel will soon be joining the Hilton Portfolio of Brands and is presently from September 19, 2018 and beyond. Newest Tirana hotel near city center and airport</p> <ul style="list-style-type: none"> • 143 Guest rooms and complimentary Wi-Fi • On-site restaurant, lounge, daily room service and 24-hour Shop • Complimentary fitness center and business center • Over 9,600 sq. ft. of event space
Address	Gjergj Fishta Bulevard Nr.146, Tirana Albania
Website	http://hiltongardeninn3.hilton.com http://hiltongardeninn3.hilton.com/en/hotels/albania/hilton-garden-inn-tirana-TIAGIGI/index.html?WT.mc_id=zVSEC0AL1GI2NaturalSearch3GoogleMyBusiness4luau_tirana_Apr5luau6TIAGIGI7EN8i1

<u>Contact Person</u>			
Name of Contact Person	Ada Petrela		
Department/Position	Human Resources /Manager		
Telephone	00355684074076	Email	ada.petrela@hilton.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Front Office, Sales, Human Resources, Food and Beverage Service
Required skills of trainees	<ul style="list-style-type: none"> • Very good communication Skills • Team Work • Eager to learn
Required language skills of trainees	<ul style="list-style-type: none"> • English Language
Possible tasks of trainees	<ul style="list-style-type: none"> • During the induction period the trainee will have cross training in all departments • Assist the Head of departments or Supervisors in accomplishing day to day tasks /depending on which department will be assigned • Participate in the community activities • Participate in the Team Members activity in the hotel

Additional Information



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<p>How should trainees apply?</p>	<p>Please contact via the email ada.petrela@hilton.com</p> <p>Docs attached/CV and a reference letter from the university is preferred.</p>
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>Duration will be up to 3 months</p> <p>Salary And accommodation are to be discussed</p>

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	NOVAMAT sh.p.k
Type of Organisation/Company	Industrial trading company
Brief description of the Organisation/Company	<p>Our company deals in the sector of industry by providing products, service, technical consultancy and assistance for all the fields of industry such as:</p> <p>Energy (production / transmission/ distribution)</p> <p>Water sector (full water supply product range/ water treatment/</p> <p>Measuring instruments and devices</p> <p>Full product range for cement factories, quarry, beverage fabrics, metallurgy, etc</p> <p>Hydraulics/ pneumatics products</p> <p>Service and technical assistance</p> <p>Training in almost all the fields of industry sector</p>
Address	Rruga "Ismail Qemali" Samos Tower, No. 41, Tirana, Albania
Website	http://novamat.al/ https://mepro.al/

<u>Contact Person</u>			
Name of Contact Person	Mr. Mehmet Krasniqi		
Department/Position	General Manager		
Telephone	+355 44 505 180	Email	mehmet.krasniqi@novamat.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	We are looking forward to welcome MSc. and/or PhD. Trainees studying in the Industry sector/ mechanical engineering/ electrical engineering
Required skills of trainees	<p>We would appreciate to welcome students from MSc. And or PhD. Who are able to communicate in German Language and English Language also.</p> <p>We want these trainees to be competent/ friendly/ able to work under pressure of time and also to be able to work in group.</p>
Required language skills of trainees	We would appreciate to welcome trainees who are able to communicate in German Language and English Language also (preferable level B2 of English)
Possible tasks of trainees	<ul style="list-style-type: none"> • It will be requested from him to assist our daily work • To be able to follow up our open projects • (Maybe) to assist our General Manager and engineers while meeting the clients in place (power plant/ different fabrics, etc)

<u>Additional Information</u>	
How should trainees apply?	<p>They can apply by sending their CV to the e-mail address: mehmet.krasniqi@novamat.al and CC to: info@novamat.al</p>
Optional comments (e.g. duration, salary, accommodation)	

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Council of Europe – Office in Tirana
Type of Organisation/Company	International Organisation
Brief description of the Organisation/Company	Human Rights, Democracy, Rule of Law
Address	Scanderbeg Square, Palace of Culture, second floor, Tirana, Albania
Website	www.coe.al

<u>Contact Person</u>			
Name of Contact Person	Mr Olsi Dekovi		
Department/Position	Deputy Head of Office		
Telephone	+355 4 45 40 201	Email	informtirana@coe.int

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Law, Political Sciences
Required skills of trainees	Active listening, drafting
Required language skills of trainees	Very good command of English is required. Knowledge of Albanian would be an asset.
Possible tasks of trainees	<ul style="list-style-type: none"> • Assist the various office projects on administrative and thematic tasks as necessary; • Assist in the preparation of thematic analysis, covering the key political and democratic reforms running in the country; • Attend relevant events organized by other stakeholders in coordination with the HoO/DHoO.

<u>Additional Information</u>	
How should trainees apply?	<p>For traineeships of 8 weeks – a CV and motivation letter in English should be send at informtirana@coe.int;</p> <p>For traineeships from eight weeks to five months, applications are made via the link https://www.coe.int/en/web/jobs/traineeships, with reference Tirana.</p>
Optional comments (e.g. duration, salary, accommodation)	Trainees are not remunerated. They pay their own travel and accommodation expenses.

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Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	DIHA – Deutsche Industrie und Handelsvereinigung in Albanien German Association of Industry and Commerce in Albania
Type of Organisation/Company	NGO
Brief description of the Organisation/Company	<p>The Association represents interests of German companies in Albania as well as of Albanian companies with special interest in contacts and cooperation to companies in Germany.</p> <p>The objective of DIHA is the constant improvement of the economic framework for investments, trade and services in Albania as well as the development of bilateral relations between Albania and Germany. The Association considers itself as contact point for political, economic and social counterparts in Albania. DIHA cooperates closely with other institutions and associations from both countries.</p> <p>What we do</p> <ul style="list-style-type: none"> • Promotion of business relations between Germany and Albania. • Representation of political and economic interests of its member's vis-à-vis government, parliament, chambers, associations and media. • Organization of events and discussions in order to exchange information and experiences. • Support in initiation of entrepreneurial contacts. • Development of company specific information and services.
Address	Rr. Skenderbej, No. 4/7, Tirana, Albania
Website	www.diha.al

<u>Contact Person</u>			
Name of Contact Person	Mr. Bledar Mankollari		
Department/Position	Managing Director		
Telephone	+355 4 222 71 46	Email	info@diha.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Economic Science, Event and Project management
Required skills of trainees	Good team-working skills, very good communication skills, economic background from studies, intercultural competence, innovative, highly pro active person, self organized and open minded
Required language skills of trainees	Very good command of German is required Very good command of English is required

<p>Possible tasks of trainees</p>	<ul style="list-style-type: none"> • Assist on various Events, which are at least once per month. Biggest event with round about 1000 guests is the DIHA-Octoberfest in Tirana. • Assist the various office projects on administrative and thematic tasks as necessary; • Participation on different meetings with possible members, activity visits, economic visits at the German Embassy and with the GIZ etc. • Translation of articles German – English, English – German
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<p style="text-align: center;"><u>Additional Information</u></p>	
<p>How should trainees apply?</p>	<p><i>For traineeships up until 3 months – a CV and motivation letter in German/English should be sent to info@diha.al</i></p>
<p>Optional comments (e.g. duration, salary, accommodation)</p>	<p>Trainees are not remunerated. They pay their own travel and accommodation expenses.</p>

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	DIMAK & GIZ Albania Deutsches Informationszentrum für Migration, Ausbildung und Karriere Gesellschaft für Internationale Zusammenarbeit in Albanien
Type of Organisation/Company	Regierungsorganisation
Brief description of the Organisation/Company	<p>Dimak is one of the components of the Global Program “Emigration for Development Program” (PME) funded by the Federal Ministry for Economic Cooperation (BMZ) in some selected partner countries. PME is a program of the Centre for International Migration and Development (CIM), a cooperation between the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Office for International Placement Services, a body of the Federal Labour Agency (ZAV/BA).</p> <p>The German Information Centre for Migration, Vocational Education and Career, abbreviated DIMAK, completes a gap in the Albanian counselling market. The task of the employees of DIMAK is to collect and to deliver reliable information and to provide individual counselling. In the newly-established information centre, the visitors receive free informative offers customized pursuant to their needs for the issues of vocational education and employment in Albania as well as in Germany. Anyone who wants to attend the professional education cycle, to study or to work in Germany finds at DIMAK all the necessary information about the conditions and the criteria that should be fulfilled. But DIMAK provides counselling even about the opportunities that exist in Albania. For this purpose, DIMAK organises for example work and career fairs approaching with each other the Albanian businesses with the potential employers. A part of DIMAK activities are even the trainings for job application, on how to write an application letter and a CV.</p>
Address	<p>Deutsches Informationszentrum für Migration, Ausbildung und Karriere (DIMAK) Programme Migration for Development (PME)</p> <p>DRFPP 4 – Drejtoria Rajonale e Formimit Profesional Publik Nr.4 Tirana, Albania Rr. Bulevardi “Bajram Curri” pranë gjimnazit “Besnik Sykja”</p>
Website	https://www.facebook.com/pg/DIMAKAlbania

<u>Contact Person</u>			
Name of Contact Person	Florenc Qosja		
Department/Position	National Coordinator for Migration		
Telephone	+355 69 70 600 05	Email	Dimak-Albania@giz.de

Traineeship requirements: Who are you looking for?	
Subject area of trainees	Career advice, Job Placement Trainings, Cooperation with civil Society Organizations, Job and/or Career Fairs, Event management
Required skills of trainees	<i>Students of social science, economics etc.</i>
Required language skills of trainees	<i>German, English</i>
Possible tasks of trainees	Support the team in career advice for Albania and Germany by providing information about vocational training (Ausbildung) and studying in Germany Support in organizing Job Placement Training, Job and Career Fairs, Event management, PR Campaigns Desk research about Migration, Employment, Vocational Training etc. Support in communication with civil Society organizations

Additional Information	
How should trainees apply?	Dimak-Albania@giz.de CV, Letter of motivation
Optional comments (e.g. duration, salary, accommodation)	We offer support in finding an accommodation

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	ProCredit Bank
Type of Organisation/Company	SHA (Joint - Stock Company)
Brief description of the Organisation/Company	<p>ProCredit Bank is a development-oriented commercial bank. We offer excellent customer service to small and medium enterprises and to private individuals who would like to save. In our operations, we adhere to a number of core principles: we value transparency in our communication with customers, we do not promote consumer lending, we strive to minimize our ecological footprint, and we provide services which are based both on an understanding of each client's situation and on sound financial analysis.</p> <p>ProCredit Bank Albania is part of ProCredit Group. The parent company of the group is ProCredit Holding a Frankfurt based company which guides the group.</p>
Address	Dritan Hoxha street, No.11, Building 92, H.15, Tirana. Postal Code 1026
Website	www.procreditbank.com.al

<u>Contact Person</u>			
Name of Contact Person	Angelika Xhelili		
Department/Position	Senior Specialist, HR Unit		
Telephone	+355692050381	Email	Angelika.Xhelilaj@procredit-group.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Banking and Finance
Required skills of trainees	Strong commitment to our ethical values and Institutional objectives. A genuine interest in learning, active participation. Professional performance that goes beyond merely meeting targets; we expect interpersonal skills, along with dedication and commitment to the way we view responsibility Solid ethical behavior, contributing to our culture of respect and fairness in which no discrimination of any kind is tolerated, as well as a willingness to work in diverse teams on a daily basis.
Required language skills of trainees	English
Possible tasks of trainees	As by Department/ Unit he/she is working in

Additional Information	
How should trainees apply?	In our official website: www.procreditbank.com.al - Our staff - Our activities - Internship CV and a Motivation Letter
Optional comments (e.g. duration, salary, accommodation)	

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Deutsch-Albanische Schule
Type of Organisation/Company	Private school
Brief description of the Organisation/Company	Private german-albanian school, from 1 st – 9 th Degree
Address	Rruga Nikolla Nishku, 15; Njësia administrative nr 5, 1022 Tirana, Albania
Website	www.deutsch-albanische-schule.al/de

<u>Contact Person</u>		
Name of Contact Person	Orieta Jazxhi	
Department/Position	School president	
Telephone	+355 692 036 444	Email info@deutsch-albanische-schule.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Teaching
Required skills of trainees	Knowledge of Subject Matter, Good Classroom Management Skills, An Engaging Personality and Teaching Style, Passion for Children and Teaching
Required language skills of trainees	<i>German, English</i>
Possible tasks of trainees	<ul style="list-style-type: none"> • Helping the teachers during the lessons • Organising the classroom • Helping in Planning, preparing and presenting lessons • Motivating pupils and maintaining discipline • Preparing and marking work • Working in team in the organisation of the school events, outings and activities

<u>Additional Information</u>	
How should trainees apply?	info@deutsch-albanische-schule.al CV, Letter of motivation, Copy of ID
Optional comments (e.g. duration, salary, accommodation)	A traineeship duration 6-10 Months, no salary, free accommodation.

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Viva Fresh
Type of Organisation/Company	Retail
Brief description of the Organisation/Company	We are a chain retail Company with more than 50 stores and 3000 employees around Kosovo. We are also active in Albania.
Address	10500 Suhodoll, Graçanicë
Website	vivafresh-rks.com

<u>Contact Person</u>			
Name of Contact Person	Berat Lahu		
Department/Position	HR Director		
Telephone	+38649998109	Email	berat.lahu@vivafresh-rks.com

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Category management, IT (Cloud computing, Big Data management), Logistic Center
Required skills of trainees	High knowledge and innovative. To be able to find solutions in new situations
Required language skills of trainees	<i>English, German, Croatian</i>
Possible tasks of trainees	Creating a successful network of trusted suppliers, creating frameworks for multiple applications, applying data to large scale distribution

<u>Additional Information</u>	
How should trainees apply?	Trainees can apply by sending their application (CV & Motivational letter) to human-resources@vivafresh-rks.com Note: Trainees must mention on the Subject that they're applying for Internship.
Optional comments (e.g. duration, salary, accommodation)	Duration: 1-3 months Salary: TBD (Depending on the trainee profile) Accommodation: TBD (Depending on the number of trainees)

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	Telekom Albania
Type of Organisation/Company	Sh.a.
Brief description of the Organisation/Company	Telecommunication
Address	Rruga 'Gjergj Legisi ', Laprake, Tirana, Albania
Website	www.telekom.com.al

<u>Contact Person</u>			
Name of Contact Person	Rexhina Belalla		
Department/Position	Human Resources/ Human Resources Manager		
Telephone	+355 684002500	Email	rbelalla@telekom.com.al

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Electronic Engineering/ Telecommunication; Finance; Marketing; B2B and B2C Sales.
Required skills of trainees	<i>Knowledge in the required field</i>
Required language skills of trainees	<i>English language knowledge is mandatory</i>
Possible tasks of trainees	Depends on the interests of the students as well as in our concrete projects and task we will have in the particular internship period of time.

<u>Additional Information</u>	
How should trainees apply?	<p>They should contact Mrs. Rexhina Belalla, HR Manager of Telekom Albania, in the e-mail address as below:</p> <p>rbelalla@telekom.com.al.</p> <p>They should attach to their application the CV, letter of motivation and a request from University, stating that it is part of Erasmus project.</p>
Optional comments (e.g. duration, salary, accommodation)	<p>We do not offer payment for the internship students, but we do offer canteen on site, as well as support in logistic (for accommodation).</p> <p>We would prefer to have the trainee for maximum 3 months.</p>

Programmplanung & -organisation

Nationale Agentur für EU-Hochschulzusammenarbeit im DAAD
Deutscher Akademischer Austauschdienst
Referat Erasmus+ Mobilität von Einzelpersonen
Dr. Markus Symmank
Kennedyallee 50
53175 Bonn

Telefon: +49/(0)228 / 882-556
E-Mail: symmank@daad.de