

# Erasmus+ Traineeships in the Western Balkan Region

## Internship Offers from Receiving Institutions

### Serbien

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 traineeships<sup>1</sup>.

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.

<sup>1</sup>This 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>	
<b>Name</b>	<b>ManpowerGroup Serbia</b>
<b>Type of Organisation/Company</b>	Human Resources
<b>Brief description of the Organisation/Company</b>	ManpowerGroup is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.
<b>Address</b>	Bul. Mihajla Pupina 115v, Belgrade, Serbia
<b>Website</b>	<a href="http://www.manpower.rs/">http://www.manpower.rs/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Petra Spasojević		
<b>Department/Position</b>	Talent Acquisition Team/ Team Lead for Junior Achievements		
<b>Telephone</b>	+381 11 41 43 090	<b>Email</b>	<a href="mailto:petra.spasojevic@manpowergroup.rs">petra.spasojevic@manpowergroup.rs</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Human Resources/ Psychology/ Business Administration/ Economics/ Law/ Social Sciences/ Philology and similar
<b>Required skills of trainees</b>	<i>Fluency in English is mandatory as well as PC literacy. Problem solving and can-do attitude, interpersonal and communication skills are essential.</i>
<b>Required language skills of trainees</b>	<i>English- fluency level</i>
<b>Possible tasks of trainees</b>	Taking an active role in the <u>selection and recruitment</u> of candidates for various companies and industries. Participating in current projects within <u>People &amp; Culture</u> department of our company Assisting in preparation of <u>HR administration</u> documents and getting acquainted with Serbian Labour Law

<b><u>Additional Information</u></b>	
<b>How should trainees apply?</b>	All applicants are welcome to send their resumes and letter of motivation to <a href="mailto:petra.spasojevic@manpowergroup.rs">petra.spasojevic@manpowergroup.rs</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	Envisage of duration of the traineeship is up to 2 or 3 months. Accommodation costs as well as meal/lunch is offered for this period.

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>European Policy Centre (Centar za evropske politike – CEP)</b>
<b>Type of Organisation/Company</b>	Non-governmental think tank organisation
<b>Brief description of the Organisation/Company</b>	<p>European Policy Centre (CEP) is a non-governmental, non-profit, independent think tank founded with the aim of improving the policy making environment in Serbia, by rendering it more evidence based, more open, inclusive and more substantially EU accession driven. CEP has been selected as one of the best think tanks in Central and Eastern Europe, according to the prestigious <a href="#">Global Go to Think Tank Index</a>.</p> <p>Our mission is to enhance research and analysis as a basis for decision-making, provide high quality policy alternatives to improve the EU accession process and the positioning of Serbia as an equal partner to EU Member States. Our work is based on four programmes and cross-cutting areas that we strive to incorporate into the activities of each of the programmes:</p> <ol style="list-style-type: none"> <li>I. <b>Good Governance</b> (government openness and accountability, public administration reform, democracy and rule of law, and more)</li> <li>II. <b>Internal Market and Competitiveness</b> (conditions for complying with the economic criteria for Serbia’s EU membership)</li> <li>III. <b>Regional Policy, Energy and Environment</b> (social development, regional competitiveness, environmental protection, energy, and transportation)</li> <li>IV. <b>Europe&amp;us</b> (EU accession and integration processes)</li> <li>V. <b>Cross cutting themes:</b> efficiency and effectiveness, equal opportunities (gender equality, social inclusion, anti-discrimination), environmental sustainability</li> </ol> <p>With our evidence-based research findings, we intend to place these issues and their potential solutions on the agenda of decision makers. Our publications additionally address civil society, academia, media and wider public as well.</p>
<b>Address</b>	Đorđa Vajferta 13 11000 Belgrade Serbia
<b>Website</b>	<a href="http://cep.org.rs/en/">http://cep.org.rs/en/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Dragana Bajić		
<b>Department/Position</b>	Researcher		
<b>Telephone</b>	+381 11 4082265	<b>Email</b>	<a href="mailto:dragana.bajic@cep.org.rs">dragana.bajic@cep.org.rs</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	<ul style="list-style-type: none"> <li>• Political science</li> </ul>



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	<ul style="list-style-type: none"> <li>• International relations</li> <li>• Legal studies</li> <li>• European studies</li> <li>• Public administration, public management, good governance</li> <li>• Public policy</li> <li>• Environmental or sustainable development studies</li> <li>• Economics</li> <li>• Project Management</li> <li>• Data science</li> <li>• Other social sciences and humanities</li> </ul>
<b>Required skills of trainees</b>	<ul style="list-style-type: none"> <li>• A demonstrated interest in one of our programme areas, evidenced by prior academic or professional experience</li> <li>• Good knowledge of research methods</li> <li>• Excellent research, analytical and writing skills</li> <li>• Advance knowledge of Microsoft Office package (Word and Excel in particular)</li> </ul>
<b>Required language skills of trainees</b>	<p>Excellent writing and verbal proficiency in English</p> <p>Knowledge of other languages will be considered an asset</p>
<b>Possible tasks of trainees</b>	<p>Possible tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Participate in CEP’s current research activities</li> <li>• Develop own research project</li> <li>• Conduct desk research</li> <li>• Assist CEP’s researchers in developing policy products</li> <li>• Attend regular team meetings</li> <li>• Attend relevant events</li> <li>• Data visualisation</li> <li>• Participate in dissemination of research findings</li> <li>• Assist in organising events</li> </ul>

<b><u>Additional Information</u></b>	
<b>How should trainees apply?</b>	<p>CEP gives internship opportunities to outstanding young professionals. If you are interested in our work and looking for an opportunity to gain useful experience by working in our dynamic team, please send the following documents to <a href="mailto:office@cep.org.rs">office@cep.org.rs</a> or <a href="mailto:drgana.bajic@cep.org.rs">drgana.bajic@cep.org.rs</a></p> <ol style="list-style-type: none"> <li>1. Curriculum Vitae</li> <li>2. Motivation letter (up to 500 words, mentioning the reasons for applying, skills and qualifications, and the field of work the candidate is interested in)</li> <li>3. Writing sample in English (e.g. essays, articles, policy briefs, reports etc.)</li> </ol>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	<p>A prospective trainee will be engaged full-time in CEP’s premises, as an integral member of the think-tank’s team. The trainee will be working with a senior mentor according to his/her field of expertise. The minimum duration of the traineeship is two months and trainees are welcome continuously during the year, including summer.</p>

CEP will be able to assist in finding accommodation and provide all other necessary information.

Belgrade, as the capital of Serbia, is a vibrant city offering plenty of opportunities for personal and professional development.

For more information, please contact Ms Dragana Bajić ([dragana.bajic@cep.org.rs](mailto:dragana.bajic@cep.org.rs))

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>Civil Rights Defenders</b>
<b>Type of Organisation/Company</b>	NGO
<b>Brief description of the Organisation/Company</b>	Civil Rights Defenders is an international human rights organisation. We defend people's civil and political rights and empower human rights defenders at risk. Our unique approach involves working closely with activists on the ground, developing channels for international cooperation and communication, and building activists' capacity to effectively advocate for human rights on the domestic and international levels.
<b>Address</b>	Kralja Milana 10/5, Belgrade, Serbia
<b>Website</b>	<a href="https://crd.org/">https://crd.org/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Neda Zivanovic		
<b>Department/Position</b>	Europe Department, Programme Officer		
<b>Telephone</b>	Tel: +381 11 362 6084 Mob: +381 64 367 46 97	<b>Email</b>	<a href="mailto:neda.zivanovic@crd.org">neda.zivanovic@crd.org</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	<i>Degree in law, political science, journalism, human rights or equivalent.</i>
<b>Required skills of trainees</b>	<i>Have a genuine interest in human rights and knowledge of Civil Rights Defenders work. Good knowledge of the region and the human rights landscape. Good communication skills and the ability to work independently and responsibly. Good writing skills and experience in writing reports, articles and doing research. Experience in event planning</i>
<b>Required language skills of trainees</b>	<i>English</i>
<b>Possible tasks of trainees</b>	<i>The tasks are varied and include assisting in administrating the programs and with preparation of various activities and events organised by Europe Department, assistance with human rights research and monitoring of countries developments, drafting documents and daily briefs.</i>

### Additional Information



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<p><b>How should trainees apply?</b></p>	<p>CV and Cover Letter</p>
<p><b>Optional comments (e.g. duration, salary, accommodation)</b></p>	<p>Civil Rights Defenders offers unpaid internship up to 6 months. Interested candidates can contact us directly in order to discuss more details about our programmes.</p>

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>CRTA (Center for Research, Transparency and Accountability)</b>
<b>Type of Organisation/Company</b>	NGO
<b>Brief description of the Organisation/Company</b>	<p>Serbia's NGO CRTA (Center for Research, Transparency and Accountability) gathers people who want to live in a modern and democratic society where citizens are free and equal before the law, where institutions protect the public interest, where the media are independent – in a society where accountability is the basis of all social and political relations.</p> <p>In accordance with its vision, CRTA works on the establishment of innovative and practical mechanisms and tools for citizen engagement in advocacy for an open, accountable and democratic government in Serbia. With a vision of Serbia as a state whose citizens believe that they can bring changes, CRTA develops mechanisms that: inform, educate, influence policies and strengthen institutions. CRTA efforts aim at strengthening democratic processes and ensuring that principles of accountability, transparency and equal participation are implemented in practice.</p>
<b>Address</b>	Topolska 22, Belgrade, Republic of Serbia
<b>Website</b>	<a href="http://www.crtars.rs">www.crtars.rs</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Tamara Brankovic		
<b>Department/Position</b>	Policy Lab Coordinator		
<b>Telephone</b>	+381 69 3089 523	<b>Email</b>	<a href="mailto:tamara.brankovic@crtars.rs">tamara.brankovic@crtars.rs</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	<p>CRTA has four programme areas through which it conducts its activities:</p> <p><b>Democratic culture</b> – because our vision is that politics is not just for politicians. It is our human and citizen right to participate in the processes of making decisions which influence our lives. A dialogue has no alternative.</p> <p><b>Open institutions</b> – because we believe that institutions should serve the citizens. We need strong institutions with integrity which protect the public interest.</p> <p><b>Elections</b> – because the elections are the pillars of democracy. It is every citizen's right to decide on whom to give his/her vote in free and fair conditions. Our vote is valuable and it can make a difference.</p> <p><b>Free media</b> – because media should ask questions and critically analyse the reality. We need the media which protect the public interest and tackle the needs of the citizens.</p> <p>Each programme area is covered by the work of several CRTA teams, in which we would like to offer traineeships:</p>

	<p>1. <b>Research and Policy Lab</b> – it consists from the team of researchers which explore, by applying qualitative and quantitative methods, processes of democratization and Europeanization of Serbia and provide analysis on the level of democratic culture in the society, quality of democratic institutions and their interaction with citizens, quality of elections and democratic processes in-between the elections and media environment.</p> <p>2. <b>Istinomer (Truth-o-meter)</b> – is civic media, run by CRTA. It consists from skilled journalists which apply fact-checking and accountability journalism methodology to help citizens of Serbia to hold politicians and public officials to account.</p> <p>3. <b>Education and Action</b> – runs CRTA’s election observation mission, according to the highest international standards for the non-partisan and impartial election monitoring by citizen organizations. This team, as well, works with civic movements, initiatives and organizations in local communities across the entire country, including individuals, in supporting civic activism through education, capacity-building and provision of legal, policy and grant support.</p> <p>4. <b>Communication and Outreach</b> – this team works on communication of CRTA activities and results to Serbian citizens. However, it does not only communicate, but it explores and analyzes how to innovate the ways civil society spreads its messages and how messages are being consumed by the wider public, focusing to the world of social networks and digital media.</p> <p>5. <b>Democratic Tools</b> – is a team that works on developing digital tools for civic engagement in democratic processes. Democratic Tools team as well supports research processes within CRTA, by supporting development of data sets, corresponding web surroundings and data visualization.</p> <p><b>Trainees could join one of the listed teams, or combine teams, based on their interest.</b></p>
<p><b>Required skills of trainees</b></p>	<p>Traineeship requirements:</p> <ul style="list-style-type: none"> <li>- background in <b>social sciences</b> (i.e. <i>political science, sociology, law, journalism, media science, etc</i>), <b>statistics</b> or in <b>computer science</b> (i.e. <i>information systems and technologies, data science, data visualization, web analytics, etc</i>);</li> <li>- students should be in their final year of undergraduate studies or graduate students (MA, PhD or post-doctoral researcher);</li> <li>- interdisciplinary orientation (i.e. combination of different social sciences or combination of social and computer science) in the official academic background or as a hobby is strongly supported;</li> <li>- students should have interest in socially-engaged research and/or working on the ground, i.e. <i>participating in democratic processes as observer</i>;</li> <li>- excellent computer and written communication skills;</li> <li>- curiosity, self-motivation, analytical and critical thinking, team play.</li> </ul> <p><b>Interdisciplinary orientation combined with the drive for activism would be an advantage.</b></p>
<p><b>Required language skills of trainees</b></p>	<p>English</p>
<p><b>Possible tasks of trainees</b></p>	<p>We look forward to involve trainees in all aspects of the CRTA’s work and encourage them to develop or contribute to research or events in their own area of interest.</p> <p>Some of the activities where we look for trainees’ contribution are:</p> <ul style="list-style-type: none"> <li>- CRTA research activities: development of research methodologies, literature overview, data collection and analysis, and development of various types of written products (i.e. <i>infographics, essays, policy briefs, academic articles, journalist articles, etc.</i>) and other types of findings’ presentations (i.e. <i>data visualization</i>);</li> </ul>

	<ul style="list-style-type: none"> <li>- to design and conduct their own research (<b>when applicable</b> for MA, PhD or post-doctoral researchers), which is in line with CRTA programme areas, with the help of the particular and relevant members from CRTA teams;</li> <li>- development of possible scenarios for applying research findings in real life (i.e. <i>in cooperation with Democratic Tools team to think and help operationalization of new digital tool or improvement of the existing ones</i>);</li> <li>- to support and help other team members in project implementation, when needed;</li> <li>- to participate, when needed, in CRTA initiatives, i.e. election observation mission, on daily tasks and/or data analysis and report development.</li> <li>- to participate in team meetings, brain-storming and ideas' development activities;</li> <li>- to learn and/or improve his or her skills in:             <ul style="list-style-type: none"> <li>qualitative and quantitative research <b>and/or</b></li> <li>accountability journalism and fact-checking <b>and/or</b></li> <li>strategies on how to apply research in practice in reality or in digital world <b>and/or</b></li> <li>datasets, data analysis and visualizations.</li> </ul> </li> </ul>
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<u><b>Additional Information</b></u>	
<b>How should trainees apply?</b>	Trainees should send an application letter with CV attached to the email <a href="mailto:tamara.brankovic@crtars.rs">tamara.brankovic@crtars.rs</a> and <a href="mailto:ljliljana.neskovic@crtars.rs">ljliljana.neskovic@crtars.rs</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	<p>CRTA offers traineeship from 3 to 6 months.</p> <p>At the moment, CRTA does not offer salaries for trainees nor accommodation in Belgrade. However, CRTA team will be at the disposal for any sort of logistical help to trainee, regarding the preparations for the arrival to Belgrade and during his or her entire stay within CRTA team and in Belgrade.</p>

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>European Movement in Serbia</b>
<b>Type of Organisation/Company</b>	Civil society organization
<b>Brief description of the Organisation/Company</b>	<p>The European Movement in Serbia (EMinS) was founded in 1992 with a mission of advocating peaceful, democratic and full European integration of a democratic and modern Serbia into the EU. We are a project-funded and membership-based organisation that continues to expand and bring together pro-European individuals and organisations dedicated to European values.</p> <p>It is recognised for its experience and professionalism regarding project management, expertise in policy research and advocacy and with adept human and technical capacities.</p> <p>Our activities include:</p> <ul style="list-style-type: none"> <li>• <b>Policy research, publishing, advocacy, campaigns and public events</b>, aimed at initiating, promoting and representing the European integration process and importance of quality political, economic and social reforms in Serbia and spreading democratic principles and values among people;</li> <li>• <b>Education &amp; trainings, mentoring and international exchanges</b> for different target groups, especially youth, in order to create a critical mass in support of the European integration process;</li> <li>• <b>Capacity building</b> for public and local institutions, CSOs and media to initiate changes in their communities, and for national institutions to undertake the necessary policy reforms;</li> <li>• <b>Initiating and engaging in national, regional and international networks</b> to strengthen a proactive influence on policy making.</li> </ul> <p>Our track record includes over <b>250 successful projects</b>. Our projects and services are focused on different aspects of building capacities for European integration with both the general population and specific target groups:</p> <ul style="list-style-type: none"> <li>• Civil Society Organisations</li> <li>• Youth and students</li> <li>• Women</li> <li>• Media</li> <li>• Public servants and officials</li> <li>• Independent and regulatory bodies</li> <li>• National bodies and local self-government</li> <li>• Farmers</li> <li>• SMEs and social entrepreneurs.</li> </ul>

	We are dedicated to implementation of our project activities on local level and for local communities. We incorporate gender into all aspects of our work and we use gender-inclusive language.
<b>Address</b>	Kralja Milana 31/II, 11000 Belgrade
<b>Website</b>	<a href="http://www.emins.org">www.emins.org</a>

<b>Contact Person</b>			
<b>Name of Contact Person</b>	Svetlana Stefanovic		
<b>Department/Position</b>	Project Manager		
<b>Telephone</b>	+381 3640 174	<b>Email</b>	<a href="mailto:svetlana.stefanovic@emins.org">svetlana.stefanovic@emins.org</a>

<b>Traineeship requirements: Who are you looking for?</b>	
<b>Subject area of trainees</b>	<ol style="list-style-type: none"> <li>1. European integration;</li> <li>2. International relations;</li> <li>3. Western Balkans and regional cooperation;</li> <li>4. Project cycle management – focus on the CSOs;</li> <li>5. Management - focus on the CSOs</li> <li>6. Education</li> <li>7. Gender equality</li> </ol>
<b>Required skills of trainees</b>	<ol style="list-style-type: none"> <li>1. Communication skills - both oral and written;</li> <li>2. Ability to work in team;</li> <li>3. Research skills;</li> <li>4. Self-initiative</li> <li>5. Motivation;</li> <li>6. Determination;</li> <li>7. Commitment to the job;</li> <li>8. Passion for continuous Learning;</li> <li>9. Innovative and creative approach in work.</li> </ol>
<b>Required language skills of trainees</b>	English
<b>Possible tasks of trainees</b>	<p>Intern will have following tasks:</p> <ol style="list-style-type: none"> <li>1. <b>Researching</b> - Assisting in the EMinS research activities to the all topics related to EU integration process as well as preparation of the background material and analysis of documents.; Work on his own thesis, all necessary documentation will be provided to intern, or linked to people who are dealing with the same topic. Result will be some paper – policy paper, policy brief, policy comment, fact sheet on the topic that is main interest of student.</li> </ol>

	<p>2. <b>Helping with daily work</b> at the EMinS Secretariat - by working at EMinS offices, the intern will be able to learn about the important information and projects and activities that EMinS is implementing;</p> <p>3. Intern would also be able to <b>attend our conferences, round tables and different events</b> that are to be organized by us or where we are invited and it's relevant for his/her interest or his/her research topic and that have English working language.</p>
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<u>Additional Information</u>	
<b>How should trainees apply?</b>	Trainees apply by sending CV and Motivation letter on email: <a href="mailto:svetlana.stefanovic@emins.org">svetlana.stefanovic@emins.org</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	<p>Duration: 3 to 6 months</p> <p>No salary.</p> <p>We can help in suggesting accommodation possibilities.</p>

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	Forum for Ethnic Relations - FER
<b>Type of Organisation/Company</b>	NGO, think tank
<b>Brief description of the Organisation/Company</b>	FER is a benchmark organization in the field of human rights, ethnic relations, protection of minority rights, and strengthening of democracy and state institutions. For over 30 years, FER has had an important role in building confidence between communities, and contributing to conflict resolution and reconciliation between ethnic, religious and cultural groups. For the past few months, FER has been monitoring the internal dialogue on Kosovo.
<b>Address</b>	Kraljice Natalije 45/VII, 11000 Belgrade, Serbia
<b>Website</b>	<a href="http://fer.org.rs/">http://fer.org.rs/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Verka Jovanović		
<b>Department/Position</b>	Programme Assistant		
<b>Telephone</b>	+381(0)669004183	<b>Email</b>	<a href="mailto:verkajovanovic@gmail.com">verkajovanovic@gmail.com</a> <a href="mailto:forumbgd@gmail.com">forumbgd@gmail.com</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	International relations, political science, human rights, minority rights, peace and conflict resolution students
<b>Required skills of trainees</b>	<ul style="list-style-type: none"> <li>- Ability to communicate in English in both its written and oral forms;</li> <li>- Writing skills;</li> <li>- Operational and analytical skills,</li> <li>- Presentation skills</li> <li>- Teamwork ability.</li> </ul>
<b>Required language skills of trainees</b>	English
<b>Possible tasks of trainees</b>	<ul style="list-style-type: none"> <li>- To conduct desk research and field research;</li> <li>- To apply most suitable method and scientific and theoretical knowledge for collecting, processing and analyzing primary and secondary project-relevant data sources;</li> <li>- To write specific types of documents (reports, essays, presentations, papers, etc.);</li> </ul>



	<ul style="list-style-type: none"> <li>- To take part in the preparation of policy papers with recommendations;</li> <li>- To create his/her work plan and work reports</li> </ul>
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<u>Additional Information</u>	
<b>How should trainees apply?</b>	Trainees should apply to the email address <a href="mailto:forumbgd@gmail.com">forumbgd@gmail.com</a> , sending their CV, a letter of motivation and a recommendation letter from an individual or organization
<b>Optional comments (e.g. duration, salary, accommodation)</b>	



## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<b>Organisation/Company</b>	
<b>Name</b>	<b>Lawyers' Committee for Human Rights YUCOM</b>
<b>Type of Organisation/Company</b>	NGO
<b>Brief description of the Organisation/Company</b>	<p>The Lawyers' Committee For Human Rights (YUCOM) was founded in 1997 as an expert, voluntary, non-governmental organization whose members are legal experts engaged in promoting and advocating the idea of the rule of law and uphold of human rights, raising public awareness, conceiving, designing and leading civic initiatives, rendering legal assistance to victims of human rights violation, as well as developing co-operation with national and international organizations involved in human rights protection and promotion.</p> <p>YUCOM is recognized as an organization advocating for human rights and promoting active participation of citizens in legal initiatives. It has profiled itself and gained much recognition as human rights defenders' organization.</p>
<b>Address</b>	Knez Milos Street 4
<b>Website</b>	<a href="http://en.yucom.org.rs/">http://en.yucom.org.rs/</a>

<b>Contact Person</b>			
<b>Name of Contact Person</b>	Milan Antonijevic		
<b>Department/Position</b>	Director		
<b>Telephone</b>	+38169234368	<b>Email</b>	<a href="mailto:m.antonijevic@yucom.org.rs">m.antonijevic@yucom.org.rs</a>

<b>Traineeship requirements: Who are you looking for?</b>	
<b>Subject area of trainees</b>	Law, International law, Human and Minority Rights
<b>Required skills of trainees</b>	<i>BA degree in aforementioned areas</i>
<b>Required language skills of trainees</b>	<i>English, BCSM knowledge would be an asset</i>
<b>Possible tasks of trainees</b>	Research, Data analysis

<b>Additional Information</b>	
<b>How should trainees apply?</b>	Via e-mail <a href="mailto:office@yucom.org.rs">office@yucom.org.rs</a> CV and letter of motivation
<b>Optional comments (e.g. duration, salary, accommodation)</b>	Up to three months (Minimum 5 weeks) Unpaid position - the organization is not in a position to cover any of the expenses including transport and accommodation

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>Sunce Marinkovic doo</b>
<b>Type of Organisation/Company</b>	Private company
<b>Brief description of the Organisation/Company</b>	<p>The company was founded on the 23rd August 1929 as a small family workshop for steel joinery, gates and fences. The founder Aleksandar Marinković was a well known craftsman whose gates beautify the city of Kragujevac even today. The company was named after the symbol of the sun on the stone bridge in the centre of Kragujevac that was made in Marinković's workshop.</p> <p>The craftsmanship and their values were passed like true family treasures to Aleksandar Marinković's inheritors, his son Ljubiša and grandsons Dušan and Vladimir who continued the family business and tradition and now lead the company with over 100 employees.</p> <p>Due to its nine decade long work and quality, SUNCE proudly takes a leader role in the joinery industry as a most successful company. There are over 20 highly qualified managers and over 80 competent craftsmen. They all stand behind the excellence of SUNCE products.</p>
<b>Address</b>	Lepenički bulevar 39, 34000 Kragujevac Serbia
<b>Website</b>	<a href="http://www.suncemarinkovic.com">www.suncemarinkovic.com</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Dragana Marinkovic		
<b>Department/Position</b>	HR		
<b>Telephone</b>	+381653308730	<b>Email</b>	<a href="mailto:djordjem@suncemarinkovic.com">djordjem@suncemarinkovic.com</a> <a href="mailto:vladimirm@suncemarinkovic.com">vladimirm@suncemarinkovic.com</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Optimization and business improvement in the following areas: Production, Export, Stock
<b>Required skills of trainees</b>	<i>analytical approach, assessor, calmness and positive attitude, orientation towards solving the problem, having consciousness of confidentiality</i>
<b>Required language skills of trainees</b>	<i>English, German</i>
<b>Possible tasks of trainees</b>	Depending on the department:

	<p>export: seeking new customers abroad</p> <p>production: improving product quality</p> <p>stock: optimization and organization of lager</p>
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<u>Additional Information</u>	
<b>How should trainees apply?</b>	<p><a href="mailto:djordjek@suncemarinkovic.com">djordjek@suncemarinkovic.com</a>, <a href="mailto:vladimirm@suncemarinkovic.com">vladimirm@suncemarinkovic.com</a></p> <p>first CV and letter of motivation, than skype interview</p>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	<p>1-3 months, accommodation and food are provided, together we will negotiate and negotiate salary</p>

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>Publishing house Klett Serbia (Front end development)</b>
<b>Type of Organisation/Company</b>	Limited Liability Company
<b>Brief description of the Organisation/Company</b>	Publishing house Klett Serbia is part of Klett Group, one of the leading companies dealing with education in Europe. We make traditional and modern educational materials for use in schools. We mainly publish textbooks for preschool, elementary school and high school, also literature and teacher's materials.
<b>Address</b>	Maršala Birjuzova 3-5, Belgrade, Serbia
<b>Website</b>	<a href="http://www.klett.rs/">http://www.klett.rs/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Milica Vickov		
<b>Department/Position</b>	Personal assistant		
<b>Telephone</b>	+381 65 800 11 47	<b>Email</b>	<a href="mailto:milica.vickov@klett.rs">milica.vickov@klett.rs</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Front end development
<b>Required skills of trainees</b>	Knowledge of HTML, CSS and JS. Minimum a BA in IT related fields. Basic knowledge of Adobe package is a bonus.
<b>Required language skills of trainees</b>	English language, B2 or equal (no formal degree required)
<b>Possible tasks of trainees</b>	<p>Development and programming of content for use in digital textbooks, upgrading existing software solutions, debugging of existing content, maintenance and updates to our web portal, administration of databases.</p> <p>This position includes a lot of communication with the rest of the team on daily bases. This includes other programmers, designers and the project manager. Therefore it is a good opportunity for those who want to develop their soft skills along with programming skills.</p> <p>At first the trainee would be given a number of small tasks on a daily basis. We would use this to assess their knowledge levels. Based on this we would entrust them with a small project of their own to complete in the given time frame of their stay with our company.</p>

<b><u>Additional Information</u></b>	
<b>How should trainees apply?</b>	Trainees should send their CV attached to their application on mail <a href="mailto:milica.vickov@klett.rs">milica.vickov@klett.rs</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	<p>We would be able to accept a trainee from March to May for the duration of two months. Our working hours are 8.30 am to 16.30pm local time. The trainee would be provided with a computer and company email account for use in our office for the duration of the stay.</p> <p>We do not offer additional salaries. There are no organised lunches in our company.</p> <p>We do (not) pay for the transportation fees. We would provide help with choosing the appropriate accommodations due to the language barrier. The only thing which is very important to us is that You let us know at least a month before they come, so that we could prepare everything.</p>

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>Klett Publishing House Ltd. (Media Design)</b>
<b>Type of Organisation/Company</b>	Limited Liability Company
<b>Brief description of the Organisation/Company</b>	Publishing house Klett Serbia is part of Klett Group, one of the leading companies dealing with education in Europe. We make traditional and modern educational materials for use in schools. We mainly publish textbooks for preschool, elementary school and high school, also literature and teacher's materials.
<b>Address</b>	Maršala Birjuzova 3-5, Belgrade, Serbia
<b>Website</b>	<a href="http://www.klett.rs/">http://www.klett.rs/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Milica Vickov		
<b>Department/Position</b>	Personal assistant		
<b>Telephone</b>	+381 65 800 11 47	<b>Email</b>	<a href="mailto:milica.vickov@klett.rs">milica.vickov@klett.rs</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Media design (2D animator / video editor)
<b>Required skills of trainees</b>	Knowledge of Adobe package. Adobe After Effects, Premiere or Animate are all adequate. Photoshop and Illustrator are needed on a basic level. A BA in media design, video or related fields.
<b>Required language skills of trainees</b>	English language, B2 or equal (no formal degree required)
<b>Possible tasks of trainees</b>	Animation of educational materials by scripts written by our editors. These range in difficulty and duration, but most are under 3minutes and fall under the motion graphic category. It is important to note that these are not hand drawn frame-by-frame animations. They would be using our materials (illustrations and audio files) At first the trainee would be given a number of small tasks. We would use these to assess their knowledge levels. Based on this we would entrust them with a small project of their own to complete in the given time frame of their stay with our company.

<u>Additional Information</u>	
<b>How should trainees apply?</b>	Trainees should send their CV attached to their application on mail <a href="mailto:milica.vickov@klett.rs">milica.vickov@klett.rs</a>



<p><b>Optional comments (e.g. duration, salary, accommodation)</b></p>	<p>We would be able to accept a trainee from March to May for the duration of two months. Our working hours are 8.30 am to 16.30pm local time. The trainee would be provided with a computer and company email account for use in our office for the duration of the stay.</p> <p>We do not offer additional salaries. There are no organised lunches in our company. We do (not) pay for the transportation fees. We would provide help with choosing the appropriate accommodations due to the language barrier. The only thing which is very important to us is that You let us know at least a month before they come, so that we could prepare everything.</p>
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## **Programmplanung & -organisation**

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