

Country: North Macedonia
Project: EU for You (Europe House)
Status: Opened
Deadline: 23/03/2020

NETWORKS MANAGER INTERN

B&S Europe, BUSINESS & STRATEGIES IN EUROPE S.A., is an international consulting firm based in Brussels since 1991 and member of the GOPA group. Our company provides advice for technical assistance projects in developing and transition countries, particularly to Public and Governmental Institutions. Our main fields of expertise are Institutional Reform and Capacity Building, communication, outreach and PR, in areas such as EU Integration, Justice and Home Affairs, Regional and Local Development and Security and Good Governance (including support to civil society, elections, democracy, decentralization processes, etc.).

B&S Europe has managed projects in more than 100 countries worldwide and has a long standing involvement with clients including international donor agencies, particularly with the European Commission, National Governments and their agencies.

B&S has also permanent offices in Brussels, Beirut, Pristina, Bucharest **and Skopje**, but also representative offices in more than 10 countries. The company employs more than 55 full time staff and relies on a trustworthy and well experienced network of in-house and external experts to carry out the implementation of projects.

Job Purpose

B&S Europe is the lead partner in implementation of EU funded project “EU for You” with 5 project staff operating at the EU House. In order to contribute to successful implementation of the project tasks and activities, B&S Europe is seeking for a *Networks Manager INTERN* to join and support the EUH permanent staff.

Responsibilities

Under the supervision of the EUH Team and the Networks Manager for the EU Info Points and European Union Information Relays and EU Assistance and Visibility, the Intern will be responsible for conducting activities related to the ongoing support of the project.

He/she will support the project team in operational and administrative tasks while displaying a proactive attitude and commitment.

Daily tasks might include:

Support the Coordination of activities of EU info point

- Support Europe House and EU Information Relays with organizational and content wide information;
- Assist in following-up EU info point daily activities;
- Support in preparation of regular progress and monthly reports on EU info point activities;
- Support all EU Info Point officers with data;
- Support the coordination of all communication procedures;
- Support capture and document field visibility activities;
- Ensure implementation of rules for the good functioning of the center for visitors;
- Participate at the events and campaigns organized by EU info point;
- Support the conduct of the events;
- Support to prepare and maintain contact lists (media, government, public figures, civil society organisations, educational institutions, private sector and other);

- Support keeping track of the indicators and targets for communication activities;
- Support efficient archiving and storage;

Project visibility and public relations

- Support in ensuring that all visibility procedures are applied;
- Assist in the promotional/visibility activities implementation (regulation of information and promotional materials banners, different publications, etc.) and ensure that all visibility elements are included;
- Support the preparation and organization of all PR communication materials;
- Support dissemination of information on press conferences and press releases;
- Assist in the preparation of written documents, photos and videos taken during activities;
- Support maintenance of the archive of media coverage for each activity.

Publication of information materials

- Contribute to the preparation of information materials (books, leaflets, brochures, flyers, factsheets, videos, etc)

Web site & social media

- Monitor every day the web update
- Assist in the preparation of materials for the web site of the EU Info Center

Proposal

- Very good work atmosphere and company culture;
- Possibility to join a very motivated and professional Team ;
- Exposure to a variety of interesting communication and visibility events organized by EU House;
- Possibility to experience working with EU institution;
- Possibility to develop professional communication skills, with a focus on info networks management;
- Possible field missions around the country.

Qualifications and profile

§ Mid-term student;

§ Excellent command of English language (both written and spoken), knowledge of Albanian language would be an asset

§ Proven interest in the cooperation and development field;

§ Ability to interact with people and establish good relationships;

§ Computer skills MS Office (Excel Word Power Point), Internet, and database.

Conditions

Please note that an internship agreement with a University or any other institutions is required.

This is a part time position for a period of 1-3 month, starting in March 2020, in Skopje; no internship allowance is envisaged. At the end of the assignment the intern will receive certificate of completion.

Contact Details

Interested candidates should send their CV and motivation letter to the e-mail addresses: **ck@eccf.ukim.edu.mk** & **aneta.spirkoska@bseurope.com** with the heading ***“EU House intern”***. Candidates acknowledge that they accept the personal data protection Policy as published in B&S Europe website (<https://www.bseurope.com/node/59887>). Only candidates with an internship

agreement will be considered. Due to high number of applications, only pre-selected candidates will be contacted.