

# 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 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>Symbiotica Sh.p.k.</b>
<b>Type of Organisation/Company</b>	Office for Architecture, Urban Design, Sustainable Development Strategies
<b>Brief description of the Organisation/Company</b>	<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>
<b>Address</b>	Rruga Thoma Kacorri No.5, 1023 Tirana, Albania
<b>Website</b>	<a href="http://www.symbiotica.net">www.symbiotica.net</a> (under construction)

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

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Design and Planning of Architectural and Urban Space & Infrastructure Projects
<b>Required skills of trainees</b>	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.
<b>Required language skills of trainees</b>	English
<b>Possible tasks of trainees</b>	Assistance on drafting projects, organization of office tasks, assistance on managing and supervising ongoing projects.

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

<p><b>Optional comments (e.g. duration, salary, accommodation)</b></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>	
<b>Name</b>	<b>AQSHF – Albanian Central State’s Film Archive</b>
<b>Type of Organisation/Company</b>	Public institution
<b>Brief description of the Organisation/Company</b>	Heritage institution dependent on Ministry of Culture, dedicated to preserving and promoting Albanian audiovisual heritage.
<b>Address</b>	Rruga Aleksander Moisiu Nr. 76/1, Tirane 1005, Albania
<b>Website</b>	<a href="http://www.aqshf.gov.al">www.aqshf.gov.al</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Iris Elezi		
<b>Department/Position</b>	Director		
<b>Telephone</b>	0682053221	<b>Email</b>	<a href="mailto:iris.elezi@aqshf.gov.al">iris.elezi@aqshf.gov.al</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Film and other AV media, archiving, art studies
<b>Required skills of trainees</b>	Film handling & preservation practices, cataloguing & research skills
<b>Required language skills of trainees</b>	English
<b>Possible tasks of trainees</b>	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>	
<b>How should trainees apply?</b>	Please send a letter of motivation and CV via email to: <a href="mailto:iris.elezi@aqshf.gov.al">iris.elezi@aqshf.gov.al</a> & <a href="mailto:info@aqshf.gov.al">info@aqshf.gov.al</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	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>	
<b>Name</b>	Academy of Film & Multimedia Marubi
<b>Type of Organisation/Company</b>	Film School
<b>Brief description of the Organisation/Company</b>	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)
<b>Address</b>	Kinostudio, rr.Aleksandër Moisiu, nr.78 – Tirana – Albania
<b>Website</b>	<a href="http://www.afmm.edu.al">www.afmm.edu.al</a> and <a href="http://www.ihrffa.net">www.ihrffa.net</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Magali Çashku		
<b>Department/Position</b>	Administrative Director		
<b>Telephone</b>	+355692067576	<b>Email</b>	<a href="mailto:magali@afmm.edu.al">magali@afmm.edu.al</a>

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

<u>Additional Information</u>	
<b>How should trainees apply?</b>	Send your CV and letter of motivation to the email <a href="mailto:magali@afmm.edu.al">magali@afmm.edu.al</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	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>	
<b>Name</b>	<b>University of Tirana</b>
<b>Type of Organisation/Company</b>	HEI
<b>Brief description of the Organisation/Company</b>	<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>
<b>Address</b>	“Mother Teresa”, Square, Rectorate UT, Tirana, Albania
<b>Website</b>	<a href="http://www.unitir.edu.al">www.unitir.edu.al</a>

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

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

#### Additional Information



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<p><b>How should trainees apply?</b></p>	<p>The applicant should send the scanned version of the documents at the e-mail address: <a href="mailto:iro@unitir.edu.al">iro@unitir.edu.al</a>; <a href="mailto:elton.skendaj@unitir.edu.al">elton.skendaj@unitir.edu.al</a> ;</p> <ul style="list-style-type: none"> <li>- CV</li> <li>- Letter of Motivation</li> <li>- Support letter from sending institution</li> </ul>
<p><b>Optional comments (e.g. duration, salary, accommodation)</b></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>	
<b>Name</b>	<b>University of Shkodra “Luigj Gurakuqi”</b>
<b>Type of Organisation/Company</b>	Public University
<b>Brief description of the Organisation/Company</b>	<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"> <li>• The Faculty of Economics</li> <li>• The Faculty of Education Sciences</li> <li>• The Faculty of Social Sciences</li> <li>• The Faculty of Natural Sciences</li> <li>• The Faculty of Foreign Languages</li> <li>• The Faculty of Law</li> </ul>
<b>Address</b>	Rektorati, Sheshi 2 Prilli, Shkoder, Albania
<b>Website</b>	<a href="http://www.unishk.edu.al">www.unishk.edu.al</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Erard Curcija		
<b>Department/Position</b>	Head of IRO		
<b>Telephone</b>	+355672592159	<b>Email</b>	<a href="mailto:iroskoder@unishk.edu.al">iroskoder@unishk.edu.al</a> <a href="mailto:erard.unishk@gmail.com">erard.unishk@gmail.com</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Social field
<b>Required skills of trainees</b>	<i>Be able to work in group</i> <i>Fluent in English</i> <i>Organizational skills</i>
<b>Required language skills of trainees</b>	<i>English</i>
<b>Possible tasks of trainees</b>	<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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<b><u>Additional Information</u></b>	
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<b>How should trainees apply?</b>	<p><i>Via e-mail:</i></p> <p><a href="mailto:iroshkoder@unishk.edu.al">iroshkoder@unishk.edu.al</a></p> <p><a href="mailto:erard.unishk@gmail.com">erard.unishk@gmail.com</a></p>
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<b>Optional comments (e.g. duration, salary, accommodation)</b>	
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## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>Hilton Garden Inn Tirana</b>
<b>Type of Organisation/Company</b>	Hospitality
<b>Brief description of the Organisation/Company</b>	<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"> <li>• 143 Guest rooms and complimentary Wi-Fi</li> <li>• On-site restaurant, lounge, daily room service and 24-hour Shop</li> <li>• Complimentary fitness center and business center</li> <li>• Over 9,600 sq. ft. of event space</li> </ul>
<b>Address</b>	Gjergj Fishta Bulevard Nr.146, Tirana Albania
<b>Website</b>	<a href="http://hiltongardeninn3.hilton.com">http://hiltongardeninn3.hilton.com</a> <a href="http://hiltongardeninn3.hilton.com/en/hotels/albania/hilton-garden-inn-tirana-TIAGIGI/index.html?WT.mc_id=zVSEC0AL1GI2NaturalSearch3GoogleMyBusiness4luau_tirana_Apr5luau6TIAGIGI7EN8i1">http://hiltongardeninn3.hilton.com/en/hotels/albania/hilton-garden-inn-tirana-TIAGIGI/index.html?WT.mc_id=zVSEC0AL1GI2NaturalSearch3GoogleMyBusiness4luau_tirana_Apr5luau6TIAGIGI7EN8i1</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Ada Petrela		
<b>Department/Position</b>	Human Resources /Manager		
<b>Telephone</b>	00355684074076	<b>Email</b>	<a href="mailto:ada.petrela@hilton.com">ada.petrela@hilton.com</a>

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

#### Additional Information



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

**Erasmus+ Traineeships between Germany and the Western Balkans**  
**Internship Offer: Organisational Fact Sheet**

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

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

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

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

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

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

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

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

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

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>DIHA – Deutsche Industrie und Handelsvereinigung in Albanien</b> <b>German Association of Industry and Commerce in Albania</b>
<b>Type of Organisation/Company</b>	NGO
<b>Brief description of the Organisation/Company</b>	<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><b>What we do</b></p> <ul style="list-style-type: none"> <li>• Promotion of business relations between Germany and Albania.</li> <li>• Representation of political and economic interests of its member's vis-à-vis government, parliament, chambers, associations and media.</li> <li>• Organization of events and discussions in order to exchange information and experiences.</li> <li>• Support in initiation of entrepreneurial contacts.</li> <li>• Development of company specific information and services.</li> </ul>
<b>Address</b>	Rr. Skenderbej, No. 4/7, Tirana, Albania
<b>Website</b>	<a href="http://www.diha.al">www.diha.al</a>

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

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



<p><b>Possible tasks of trainees</b></p>	<ul style="list-style-type: none"> <li>• Assist on various Events, which are at least once per month. Biggest event with round about 1000 guests is the DIHA-Octoberfest in Tirana.</li> <li>• Assist the various office projects on administrative and thematic tasks as necessary;</li> <li>• Participation on different meetings with possible members, activity visits, economic visits at the German Embassy and with the GIZ etc.</li> <li>• Translation of articles German – English, English – German</li> </ul>
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<p style="text-align: center;"><b><u>Additional Information</u></b></p>	
<p><b>How should trainees apply?</b></p>	<p><i>For traineeships up until 3 months – a CV and motivation letter in German/English should be sent to <a href="mailto:info@diha.al">info@diha.al</a></i></p>
<p><b>Optional comments (e.g. duration, salary, accommodation)</b></p>	<p><b>Trainees are not remunerated.</b> 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>	
<b>Name</b>	<b>DIMAK &amp; GIZ Albania</b> Deutsches Informationszentrum für Migration, Ausbildung und Karriere Gesellschaft für Internationale Zusammenarbeit in Albanien
<b>Type of Organisation/Company</b>	Regierungsorganisation
<b>Brief description of the Organisation/Company</b>	<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>
<b>Address</b>	<p><b>Deutsches Informationszentrum für Migration, Ausbildung und Karriere (DIMAK)</b> 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>
<b>Website</b>	<a href="https://www.facebook.com/pg/DIMAKAlbania">https://www.facebook.com/pg/DIMAKAlbania</a>

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

<b>Traineeship requirements: Who are you looking for?</b>	
<b>Subject area of trainees</b>	Career advice, Job Placement Trainings, Cooperation with civil Society Organizations, Job and/or Career Fairs, Event management
<b>Required skills of trainees</b>	<i>Students of social science, economics etc.</i>
<b>Required language skills of trainees</b>	<i>German, English</i>
<b>Possible tasks of trainees</b>	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

<b>Additional Information</b>	
<b>How should trainees apply?</b>	<a href="mailto:Dimak-Albania@giz.de">Dimak-Albania@giz.de</a> 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>	
<b>Name</b>	<b>ProCredit Bank</b>
<b>Type of Organisation/Company</b>	SHA (Joint - Stock Company)
<b>Brief description of the Organisation/Company</b>	<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>
<b>Address</b>	Dritan Hoxha street, No.11, Building 92, H.15, Tirana. Postal Code 1026
<b>Website</b>	<a href="http://www.procreditbank.com.al">www.procreditbank.com.al</a>

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

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Banking and Finance
<b>Required skills of trainees</b>	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.
<b>Required language skills of trainees</b>	English
<b>Possible tasks of trainees</b>	As by Department/ Unit he/she is working in

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

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

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

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

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

<u>Additional Information</u>	
<b>How should trainees apply?</b>	<a href="mailto:info@deutsch-albanische-schule.al">info@deutsch-albanische-schule.al</a> CV, Letter of motivation, Copy of ID
<b>Optional comments (e.g. duration, salary, accommodation)</b>	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>	
<b>Name</b>	Viva Fresh
<b>Type of Organisation/Company</b>	Retail
<b>Brief description of the Organisation/Company</b>	We are a chain retail Company with more than 50 stores and 3000 employees around Kosovo. We are also active in Albania.
<b>Address</b>	10500 Suhodoll, Graçanicë
<b>Website</b>	vivafresh-rks.com

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Berat Lahu		
<b>Department/Position</b>	HR Director		
<b>Telephone</b>	+38649998109	<b>Email</b>	<a href="mailto:berat.lahu@vivafresh-rks.com">berat.lahu@vivafresh-rks.com</a>

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

<u>Additional Information</u>	
<b>How should trainees apply?</b>	Trainees can apply by sending their application (CV & Motivational letter) to <a href="mailto:human-resources@vivafresh-rks.com">human-resources@vivafresh-rks.com</a>  Note: Trainees must mention on the Subject that they're applying for Internship.
<b>Optional comments (e.g. duration, salary, accommodation)</b>	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>	
<b>Name</b>	Telekom Albania
<b>Type of Organisation/Company</b>	Sh.a.
<b>Brief description of the Organisation/Company</b>	Telecommunication
<b>Address</b>	Rruga 'Gjergj Legisi ', Laprake, Tirana, Albania
<b>Website</b>	<a href="http://www.telekom.com.al">www.telekom.com.al</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Rexhina Belalla		
<b>Department/Position</b>	Human Resources/ Human Resources Manager		
<b>Telephone</b>	+355 684002500	<b>Email</b>	<a href="mailto:rbelalla@telekom.com.al">rbelalla@telekom.com.al</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Electronic Engineering/ Telecommunication; Finance; Marketing; B2B and B2C Sales.
<b>Required skills of trainees</b>	<i>Knowledge in the required field</i>
<b>Required language skills of trainees</b>	<i>English language knowledge is mandatory</i>
<b>Possible tasks of trainees</b>	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>	
<b>How should trainees apply?</b>	<p>They should contact Mrs. Rexhina Belalla, HR Manager of Telekom Albania, in the e-mail address as below:</p> <p><a href="mailto:rbelalla@telekom.com.al">rbelalla@telekom.com.al</a>.</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>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	<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  
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