



*“The Voice of Business in the Black Sea and Caspian”*

## **INTERNSHIP VACANCY**



The Union of Black Sea and Caspian Confederation of Enterprises (UBCCE) offers an opportunity to highly motivated and successful individuals to improve their skills while working in an international union.

Tasks and responsibilities of the intern will include administrative and event support, editing of publications and research assistance.

### **ELIGIBILITY**

Applicants who have not a bachelor degree, must have completed at least three years of undergraduate study preferably in Economic and Administrative Sciences.

Excellent knowledge of English as well as strong verbal and written communication skills are indispensable.

Prior relevant work experience, familiarity with standard ICT applications (Microsoft Office, internet, etc.), as well as knowledge of additional languages are advantageous.

### **CONDITIONS**

Duration: 2-6 months

Working hours: preferably fulltime, minimum 20h per week

Benefits: Interns will have their own workspace and are expected to fully integrate into the team. In recognition of their work, interns will receive a small stipend and a reference letter upon successful conclusion of the internship.

### **APPLICATION**

The applicants should complete the attached application form and return back to [skoknel@tusiad.org](mailto:skoknel@tusiad.org) latest by 29 February 2012. Late applications will only be considered if the positions have not been filled.

### **UBCCE Secretariat**

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