Application closing date: Friday, January 22, 2021

Employment start date: ASAP (upon agreement)

Place of work: Bratislava

**Required skills:**

*Education:*

* Higher-education degree in social studies or humanities

*Expected language skills:*

* Advanced knowledge of English (C1–C2 both oral and written)
* Working knowledge of Hungarian and/or Polish an advantage

*Work experience:*

* Position suitable for fresh graduates
* Experience with working in the non-profit sector or project management and/or in the field of communication, social media and/or media relations an asset

*Background and key competences:*

* Ability to meet deadlines and prioritize
* Strong communication skills
* Flexibility and ability to accept new challenges and learn new things
* Ability to work independently as well as in team
* Computer literacy (MS Office suite)
* B category drivers’ license

**Basic tasks:**

* Providing guidance and consultations to potential applicants
* Processing applications for grant projects/scholarships/residencies
* Supervising project implementation from contract to final report
* Monitoring (incl. on-site monitoring) and reporting regarding ongoing projects
* Assisting with communication strategies, public relations and outreach

**Contract conditions**:

* 3-month probation period
* Fixed-term 1-year full-time (40 hour/week) contract with the possibility of prolongation
* Full-time labor contract (40 hours/week)
* 20–25 days of paid vacation/year
* Salary starting from €1,400 (brutto) depending on experience + benefits

Send a **structured CV and motivation letter** (both in English) to [visegradfund@visegradfund.org](mailto:visegradfund@visegradfund.org) by midnight on Friday, Jan. 22, 2021.

*Note:* The International Visegrad Fund reserves the right to contact successful candidates only. By sending her/his CV and motivation letter, the candidate expresses consent to the processing of her/his personal data for the purposes of evaluating her/his candidacy for the period necessary to terminate the recruitment process. The applicant also declares that the personal data provided are accurate and provided based on her/his free will.