

Internship offer

Company Information	
Name of the hosting organization (*)	Stage Malta
Company Description	Non-formal education
Company email address	internship@stagemalta.org
Company full address – Country (*)	Chamber of Commerce, Republic Street, Valletta
Company website (*)	www.stagemalta.org
Contact Person - Name and mail	Martha Gauci
Number of employees (*)	15
Your organization is a Start Up? (*)	No
Title of the offer (*)	Business Management
Link to the source (*)	https://stagemalta.org/application/
Role (*)	Business Management
Industry (*)	Youth Projects
Functional Area (*)	Youth Projects
Location (*)	Valletta, Malta
Main duties (*)	<ul style="list-style-type: none"> • Execute administrative project management tasks related to project plans, budgets, deliverables and documentations • Coordinating project-related events • Support on administrative aspects of proposal development • Liaise effectively with all levels of internal staff and external stakeholders • Ensure a professional and consultative approach to all tasks is maintained • Ensure information requested on projects is presented accurately and on time • Maintain project management systems, including data management and filing • Organise and maintain project-related diaries and ensure relevant administrative preparations for meetings are made • Assist with capturing monitoring, evaluation and learning data

	<ul style="list-style-type: none"> • Handle incoming internal and external ad hoc requests on projects • Assist with time management and expenses on the project management system • Schedule production requests for projects
What the intern will learn (*)	Time management, coordination techniques and the importance of networking
Further information	
Duration (*)	4-6 months
Working hours (*)	Mon – Fri 9-5.30
Start Date (*)	Flexible
Apply by (*)	
Date of publication (*) Deadline of publication (*)	
Training bursary (*)	na
Candidate Category (*)	various
Level of Education (*): (BA/MA/PhD/Other)	BA/MA
Field of Education (*)	Business, Economics, Management
Willing to host person with disabilities (*)	Yes
Language Skills (*)	Fluent English Speaker Able to answer emails promptly in an detailed, clear and friendly manner
Digital Skills	
Other skills requested	
Information for Application (*)	https://stagemalta.org/application/

(*) Mandatory Fields

(*) **Mandatory fields In Arqus colour:** Fields that go visible on the website. The URLs in brown don't go visible.