

Internship Programme of German Business for the Countries of Western Balkans



Implemented by
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



How to complete your application?

- ✓ Before applying please make sure that you fulfil the preconditions:
 - **Undergraduate students** who are enrolled in the 5th semester or higher when applying, **Master or PhD students and young graduates** who graduated after January 1st, 2018 are eligible to apply.
 - Fields of studies: economics, business administration, the various fields of engineering, journalism or agriculture.
 - The applicants should generally not be older than **29 years**.
 - A very good command of **English is required. German is an asset**. Exception: Candidates who apply for an internship in the fields of **architecture or commercial law** are required to have a **good command of German** (minimum B2 level).
 - Applicants from Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro and Serbia **who study or have completed their studies in one of these countries** are eligible to apply. Not eligible to apply are candidates who are enrolled as regular students at universities outside these countries and those who have already completed BA or MA studies outside the region.

- ✓ Before you fill in the online application, you should prepare the following documents:

- ✓ a **Letter of motivation** in German or English (as one PDF file)

The motivation letter is one of the main criteria which distinguish you from other candidates. Therefore make sure that your motivation letter addresses the following topics and sign your letter at the end:

- What is your motivation to apply for the Internship Programme of German Business?
- What is your working field (fields) of preference (e.g. marketing department in financial sector, research department in automotive sector) and what do you hope to learn during the internship? How will you use this internship opportunity to excel your professional development?
- What makes you a valuable asset to a company? Name experience, skills and personal characteristics.

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- Describe the set of experiences, skills and ambitions from which you drive your motivation to contribute to the development in your country.
- ✓ a **Curriculum Vitae (CV)** in German or English (please use the [provided template](#) and upload it as one PDF file)
- ✓ a **portrait photo** in a common graphics format, e.g. JPG (as a separate document)
- ✓ a scanned **transcript of records**: overview of the courses and marks, issued by your faculty (as one PDF file)
- ✓ **translation** of transcript of records in German or English. The documents can be translated by you, not necessarily by an official interpreter. (as one PDF file)
- ✓ **2 recommendation letters** from professors, supervisors or other relevant referees (as one PDF file)
- ✓ optional: other scanned documents available (combined as one PDF file, e.g. language certificates for German or English, references, diplomas)
- ✓ You may upload the documents in **PDF or JPG formats**. The documents need not to be zipped.

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How to complete your application?

- ✓ Choose the field for which you would like to apply on our website:

<https://www.djindjic-stipendienprogramm.de/applicants/>

- ✓ The link will lead you to the application website.

Apply for the position: click at the “Apply” button in the upper right corner.

- ✓ You will then be asked either to sign in if you already have an account or to register as a new user.



The screenshot shows a job listing page. At the top, there are navigation links for 'Sign In', 'Language', and 'English US (English US)'. The main heading is 'Career Opportunities: 2017: Agriculture - Wine and Fruit growing (329)' with 'Req. Id 329 - Posted 09/30/2016'. On the right, there are buttons for 'Apply', 'Save Job', and 'Return to List'. Below the heading is a banner image featuring logos for 'german cooperation', 'Zoran Djindjic Foundation', and 'Ost-Ausschuss der Deutschen Wirtschaft'. The banner text reads 'INTERNSHIP PROGRAMME OF GERMAN BUSINESS 2016 FOR THE COUNTRIES OF THE WESTERN BALKANS'.

The screenshot shows a sign-in page. At the top, there are navigation links for 'Sign In', 'Language', and 'English US (English US)'. The main heading is 'Career Opportunities: Sign In'. Below the heading is a form with the following elements:

- 'Have an account?' section: 'Please enter your login information below. Both your username and password are case sensitive.'
- '* Email Address:' field with a search icon.
- '* Password:' field with a search icon.
- 'Sign In' button and a link for 'Forgot your password?'.
- 'Not a registered user yet?' section: 'Create an account to apply for our career opportunities.'
- 'Go Back' button.

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How to complete your application?

- To register as a new user you need to fill in your e-mail address, a password and your name

The screenshot shows the 'Career Opportunities: Create an Account' page. At the top, there are logos for 'german cooperation DEUTSCHE ZUSAMMENARBEIT', 'giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH', 'Zoran Djindjic Foundation', and 'Ost-Ausschuss Osteuropaveroin oa der Deutschen Wirtschaft'. The page has a blue header with 'Sign In', 'Language', and 'English US (English US)'. The main content area contains a 'Go Back' button, a link for 'Already a registered user? Please sign in', and a note that 'Login credentials are case sensitive'. There are four required fields: 'Email Address', 'Choose Password', 'Retype Password', 'First Name', and 'Last Name'. A 'Create Account' button is at the bottom right.

- In the next step you will be asked to complete the basic fields and to upload your CV and your letter of motivation.

Please note that the labeling of the fields is unfortunately not consistent with the required documents.

In the field “resume” please upload your CV

In the field “cover letter” please upload your letter of motivation

Click **Next** to upload the other documents on the second page.

The screenshot shows the 'My Candidate Profile' page for 'MAX MUSTERMANN'. The top navigation bar includes 'HOME', 'JOB SEARCH', 'JOB MANAGEMENT', 'PASSWORD MANAGEMENT', and 'MY PROFILE'. The user is logged in as 'Welcome, Max Mustermann'. The profile section shows fields for 'First Name' (Max), 'Last Name' (Mustermann), and 'Email' (markovic@fond-djindjic.org). There are two red arrows pointing to the 'Your Resume is not on file' and 'Your Cover Letter is not on file' fields, with a red box containing the text 'CV + letter of motivation'. Below these are sections for 'Formal Education', 'Details' (College/University, Faculty, Field of Study), 'Documents', and 'More Information' (Title, Home Phone, Address line 1). A 'Next' button is at the bottom right.

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8. On the second page you will be able to upload all other required documents:

- Portrait photo
- Transcript of records
- Translation of transcript of records
- Recommendations
- Other documents

Due to labour market regulations in Germany it is important for us to know whether you will have the status of an enrolled student during the entire time of your internship in Germany. Please answer with yes or no and state when you intend to finish your studies. A graduation before or during the internship does not reduce your chances to be selected as an intern!

9. At the end please do not forget to click on “Apply” to send your application!!!

10. We will inform you about the outcomes of the first round of selection one week in before the interviews in your country. Please visit our website to see when the interviews in your countries are scheduled: <https://www.djindjic-stipendienprogramm.de/applicants/>

The call for applications will be closed on 13.11.2018 at 1PM.

If you experience any technical difficulties, do not hesitate to contact us: markovic@stipendienprogramm.org

GOOD LUCK!!!

The screenshot shows a web application form with the following fields and sections:

- Postal Code: 1000000
- Country: Montenegro
- Citizenship: Montenegro
- Date of birth: MM/DD/YYYY
- Place of birth: Podgorica
- Motivation Letter and Resume: Max Mustermann's Cover Letter (Last Updated: 09/30/2016)
- Curriculum Vitae (CV): Max Mustermann's Resume (Last Updated: 09/30/2016)
- How did you hear about the programme?: Website
- Will you be enrolled between 1 July - 31 December 2017 in a BA/MA/Specialist/PhD-Program or in another study programme?: No Selection
- When will you graduate respectively when did you graduate?: MM/DD/YYYY
- Additional Details:
 - Photo: Attach a document
 - Transcript of Records (Original): Attach a document
 - Translation of Transcript of Records: Attach a document
 - Recommendations: Attach a document
 - Other documents: Attach a document

At the bottom right, there are buttons for Apply, Back, Save, and Cancel. A large red arrow labeled '9' points down to the 'Apply' button. A large red arrow labeled 'upload other documents' points left towards the 'Attach a document' buttons.