



15 March 2025

Traineeship Programme in local civil society organizations social service providers Iris Network members Call for Applications for Trainees

In the framework of the EU-funded project ***Strengthening capacities and policy engagement of community service providers - IRIS PROGRESS***, implemented by Development and Cooperation (IDC) in cooperation with partners ASB Germany, LIR CD (Bosnia and Herzegovina), Center for Labour Rights (Albania), Community Development Institute (North Macedonia), Center for Independent Life (Kosovo*) and ALFA Center (Montenegro). IDC is organizing a Traineeship Programme in local civil society organizations open to students on their final year of studies who seek a three month on the job training in civil society organizations social service providers, Iris Network members, in the Western Balkans.

The aim of the Traineeship programme is to provide to university students in 6 Western Balkan countries practical work in civil society organizations social service providers Iris Network member. In total 12 traineeships in six countries covered by the project will be awarded. The programme offers to two selected candidates per country, an opportunity to spend three months in an Iris Network member organization social service provider and receive on the job training. During the traineeship the trainees will gain in-sight into the methodology, best practices, quality standards for the services, referral pathways, and other relevant issues related to social protection and provision of social services in working with vulnerable groups. The trainees will be able to put into practice the knowledge gained during their studies, meet their peers and learn about their everyday work with vulnerable groups.

Iris Progress project partner in each country covered by the project will select an Iris Network member(s) from their respective National network who will be host(s) for the trainees in each country. The traineeship will be conducted in-country. Iris project partner, selected students and Iris Network members' traineeship hosts will agree on the period in which the traineeship will be conducted. The traineeships should be completed by end of November 2025 at the latest.

What does the traineeship offer?

- Practical on the job training in a civil society organization Iris Network member providing social service(s) to vulnerable group(s)
- An opportunity to take part in day-to-day operations in working with vulnerable groups
- Opportunity to put into practice the knowledge gained through studies
- Get to know working methods with vulnerable groups
- Get familiar with the specific vulnerable group(s)



- At least 20 hours of practical work per week during a period of three months
- Monthly allowance for meals and travel during the three month traineeship

What do Iris Network and host organizations expect from the trainee?

- Motivation to participate in the Traineeship Programme and gain practical job training
- Availability to participate in the Traineeship programme for at least 20 hours per week in the duration of three months
- Participate in the Traineeship programme according to the working plan prepared by the host organization
- Prepare weekly brief reports and photographs for Iris Network which will be used for promotion on social media

Education, key skills and competences of applicants

- Student of final year of Social Policy, Sociology, Psychology, Defectology, Pedagogue and other professions engaged in provision of social protection and social services
- Good communication skills
- Team player

How to apply

If you are interested in participating in the Traineeship Programme, please send the following documents:

- your CV in Euro pass format (1-page maximum)
- 1 page cover letter that clearly states your motivation and your objectives/learning outcomes from the Traineeship Programme
- Recommendation Letter from a professor or assistant at your Faculty / Department

to **Qendra për të Drejtat në Punë CLR** at info@clr.al by **April 7th 2025**

Assessment of applications

The assessment will be conducted based on the application submitted by the candidate. Please clearly indicate in the motivation letter of your application:

- How the traineeship will impact your professional capacities
- How you meet the education, key skills and competences indicated above

Terms and conditions

Each trainee will receive a monthly allowance to cover the following costs:

- Local public transport costs to and from the Traineeship host organization
- Meals



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