



Institute for Leadership and Public Policies

SCOPE OF WORK – Intern

Providing general administrative support, e.g. copying, binding, faxing, typing, filing and conducting research as needed;

- Assisting with the organization of public events, workshops, conferences, trainings, meetings and other Project events, their planning and support;
- Making a follow up after the ILLP Project events;
- Making hotel and airline reservations;
- Accompanying the ILLP Project team on business trips in order collecting information for the ILLP database;
- Participating in meetings with domestic companies and follow up on joint businesses;
- Interpretation and limited translation as needed, takes notes at meetings and conferences;
- Oversight of logistics, office maintenance, security, and other services;
- Carrying out varied and multipurpose tasks in the domain of administrative and operational work;
- Assisting the Financial/Project Manager as required;
- Performing other duties as required.

+389 75 309 748

[www.ilpp.mk](http://www.ilpp.mk)

[ilpp.infodesk@gmail.com](mailto:ilpp.infodesk@gmail.com)

KJ Pitu, nr. 100/1

Tetovo, North Macedonia

