



## Call for Internship at the Central Election Commission

In the framework of the “Promoting Political Finance Reform in Albania” project, implemented by the National Democratic Institute (NDI) with the support of the British Embassy in Tirana, the Central Election Commission (CEC) and NDI are launching the second internship program at the Central Election Commission.

Within the project, NDI aims to promote electoral integrity in Albania by increasing transparency and oversight of political finance. Through work with the CEC, civil society, academia, youth, media and political parties, NDI seeks to help Albania curb corruption in the election process and make election finance more transparent and accountable to the public.

### Background

The Central Election Commission is the responsible institution for the organization and administration of elections and referenda in Albania. The CEC conducts and supervises the activity of the election administration, monitors the election-related activity of electoral subjects, public institutions and the media, and administratively resolves complaints and requests related to the electoral process in line with the existing legislation.

NDI, in cooperation with the CEC, invites students and recent graduates with a background in **law, economy and finance, political science, journalism, information and communication technology, and other related fields** to apply for a six-month internship program at the CEC.

Young people need to increase their engagement with the Albanian electoral process to secure the country’s democratic future. Activities in partnership with the universities aim to increase youth’s understanding of political finance and CEC oversight by offering internship opportunities with the CEC. Due to the critical role that youth plays in Albania’s political processes, these activities aim to increase engagement with key stakeholders to monitor the Albanian elections and promote financial reform.

The internship position foresees a part-time engagement and the working hours are

subject to arrangement with the selected candidate. The internship program demands a four-month commitment (October 2021 - January 2022).

This internship is an excellent opportunity for the selected candidate to work closely with the CEC, and gain first-hand experience in the election process.

At the outset of the program, NDI will organize an orientation workshop with the selected candidates on the functions, structure, role and scope of work of the Central Election Commission. During the six-month program, interns will participate in a series of training sessions focused on specific topics related to the electoral process and the CEC's role in administering it, with a special focus on the CEC political party finance remit, campaign monitoring, abuse of state resources, use of technology in elections and others.

### **Primary responsibilities of the intern include, but are not limited to:**

- Assisting the respective CEC staff in their day-to-day duties;
- Conducting research, gathering materials and providing analyses on specific election related topics as instructed by the supervisor, ensuring that the provided information and reporting meets the highest standards of accuracy and impartiality;
- Attending meetings of the CEC bodies, drafting minutes of meetings, preparing briefs and reports on the discussed issues;
- Closely following and keeping up-to-date with all election-related key developments and regularly briefing the supervisor on such matters;
- Providing accurate translation of various documents and materials from Albanian to English and vice versa, as needed.

### **Required skills and qualifications:**

- Undergraduate students in their senior year, master's students, and recent graduates of law, economy and finance, political science, journalism, ICT and other related fields;
- Keen interest in the electoral process and election-related developments in the country, as well as specific topics such as political party finance;
- Demonstrated knowledge of the Albanian political landscape;
- Strong analytical, research and writing skills;
- Excellent written and verbal communication skills;
- Ability to prioritize, meet deadlines and work in a dynamic and fast-paced environment;
- Ability to work independently and in a team, strong organizational skills and

attention to detail;

- Proficiency in written/spoken Albanian and English;
- Adept knowledge of the Microsoft package and social media tools;
- Excellent command of Excel would be an asset;
- Enthusiastic, proactive and eager to learn.

### **How to apply?**

Interested candidates should submit their application in the Google form link <https://forms.gle/smYqVLBYfbPP3e528>. For further information, please contact us on [Facebook](#) or via email at [ndialbania@ndi.org](mailto:ndialbania@ndi.org).

Deadline for submission of the application is: **29 August 2021**

A selection committee composed of NDI and the CEC will review the applications. Only shortlisted candidates will be invited for an interview.

### *Disclaimer*

*NDI Albania, in the framework of the “Promoting Political Finance Reform in Albania” project, funded by the UK Government, has assisted the Central Election Commission (CEC) in developing and strengthening its political finance oversight role since early 2017.*