

ΕΓΚΥΚΛΙΟΣ
Λευκωσία, 15 Μαΐου 2015

ΠΡΟΣ: Όλους τους Ενδιαφερόμενους

ΘΕΜΑ: Έναρξη Δικοινοτικού Σχεδίου Πρακτικής Άσκησης Νέων Ανέργων Επαγγελματιών στην Ε/Κ και Τ/Κ Κοινότητα - Υποβολή αιτήσεων: 15 Μαΐου 2015 – 4 Σεπτεμβρίου 2015

Κύριε/ Κυρία,

Το Κυπριακό Εμπορικό και Βιομηχανικό Επιμελητήριο (ΚΕΒΕ) σε συνεργασία με το Τουρκοκυπριακό Εμπορικό Επιμελητήριο (ΚΤΤΟ) ανακοινώνουν την έναρξη του **Δικοινοτικού Σχεδίου Πρακτικής Άσκησης Νέων Ανέργων Επαγγελματιών στην Ελληνοκυπριακή και Τουρκοκυπριακή Κοινότητα**. Το σχέδιο αυτό πραγματοποιείται στα πλαίσια του έργου **“Leading by Example”**, το οποίο συγχρηματοδοτείται από το Έργο Civil Society in Action IV της Ευρωπαϊκής Επιτροπής – Γ.Δ. EuropeAid της ΕΕ ενώ υλοποιείται από το Τουρκοκυπριακό Εμπορικό Επιμελητήριο (ΚΤΤΟ) ως επικεφαλής εταίρος και το Κυπριακό Εμπορικό και Βιομηχανικό Επιμελητήριο (ΚΕΒΕ) ως εταίρος.

Το Πρόγραμμα πρακτικής άσκησης θα αποβεί προς όφελος 12 Ελληνοκυπρίων και 12 Τουρκοκυπρίων ασκούμενων καθώς και ενός μέγιστου αριθμού 24 εταιρειών και στις δύο κοινότητες κατά την περίοδο Σεπτεμβρίου 2015 – Απριλίου 2016. Περιλαμβάνει τρεις συνεχόμενους μήνες πρακτικής άσκησης για κάθε νέο με μηνιαίο επίδομα €500. Το πρόγραμμα επαγγελματικής πρακτικής άσκησης στόχο έχει να προσφέρει στους Κύπριους νέους μεταξύ 20-35 ετών εργασιακή εμπειρία στην αντίστοιχη κοινότητα, με αποτέλεσμα την απόκτηση πολύτιμων επαγγελματικών δεξιοτήτων για τη μετέπειτα επαγγελματική τους πορεία, όπως και άριστη γνώση του εργασιακού και πολιτισμικού περιβάλλοντος στην αντίστοιχη κοινότητα.

Το σχέδιο θα είναι ανοικτό για υποβολή αιτήσεων από τις 15 Μαΐου έως τις 4 Σεπτεμβρίου 2015. Η εν λόγω δράση χρηματοδοτείται εξολοκλήρου από το έργο **“Leading by Example”**, χωρίς κανένα κόστος για τους εργοδότες/ οργανισμούς οι οποίοι θα προσφέρουν τρίμηνη εργασία σε νέους ασκούμενους.



Επισυνάπτονται τα σχετικά έντυπα. Οι ενδιαφερόμενοι παρακαλούνται όπως συμπληρώσουν τις αιτήσεις και τις υποβάλουν ηλεκτρονικά στην ηλ. διεύθυνση: gvenizelou@ccci.org.cy. Για περισσότερες πληροφορίες παρακαλείστε να επικοινωνήσετε με την κα Γεωργία Βενιζέλου 22889840 στο ΚΕΒΕ.



ANNOUNCEMENT

CROSS-COMMUNITY EXCHANGE INTERNSHIP PROGRAMME

OF YOUNG UNEMPLOYED PROFESSIONALS IN THE GC & TC COMMUNITIES

In the framework of the project 'Leading by Example', which is co-funded by the European Union under the "Cypriot Civil Society in Action IV" programme, the two implementing partners, the Turkish Cypriot Chamber of Commerce (KTTO), lead partner, and the Cyprus Chamber of Commerce and Industry (CCCI), partner, would like to announce the launching of the call for the **Cross-Community Exchange Internship Programme**. This activity will benefit 12 Greek Cypriot interns, 12 Turkish Cypriot interns and a maximum of 24 companies/organisations in both communities over the period of September 2015 – April 2016, with a 3-month duration internship for each intern. This activity will be wholly funded by the project at no cost to the company/organisation which will be hosting the Intern(s).

Objectives:

The "Cypriot Civil Society in Action IV" programme aims to enhance the trust as well as the dialogue and reconciliation process between the two communities.

This professional exchange internship programme aims to give young Cypriots an outstanding work experience within the other community, gaining valuable professional skills towards their subsequent working lives while mastering the working and cultural environment in the other community.

The main objective is to support cross-community exchanges of internships of young unemployed professionals from the GC and the TC community with the cooperation of the two project implementing partners and the Malta Business Group (MBG). The interns will acquire work experience in a company/organisation relevant to their skills and interests, and most importantly within the other community, thus giving them the opportunity to experience the actual challenges which their counterparts face in

their everyday business/working lives. This will ultimately provide hands-on experience of the working and cultural environment in the other community.

Eligibility Criteria for Intern applicants:

- be a natural person
- be aged between 20 - 35 years old
- be a Cypriot citizen residing in Cyprus
- be an unemployed graduate

Qualifications required for Interns:

- at least undergraduate College/University degree in any academic discipline
- excellent knowledge of English (oral and written)
- knowledge of Turkish/Greek will be considered as an advantage

Eligibility Criteria for Employer applicants:

- be a legal entity in any sector of the economy;
- be interested in bi-communal cooperation;
- be established for at least 5 years;
- employing at least 3 staff members;
- excellent knowledge of English (oral and written);

Selection Criteria:

If complying with the eligibility criteria, both intern and employer candidates will be selected based on their area of mutual interest and expertise. For each intern there must be an employer matching the intern's background, competency and preferences.

Depending on the interest, it may be that one employer could host more than one (1) intern.

General Terms & Conditions

1. Launch of the programme: 15th May 2015.
2. Applications open: 15th May – 4th September 2015.
3. Exchange internship programme period: 14th September 2015 – 29th April 2016.
4. Duration of each exchange internship programme: 3 consecutive months.
5. The cross-community exchange internship program covers the following at no cost for the hosting employer:
 - monthly allowance of 500 EUR , or in other words an amount of 1.500 EUR per intern for the whole internship period paid by the programme to the intern;
 - employers' liability insurance for the 3-month duration of the internship; it is a requirement that the hosting employer insures the intern against employers' liability and keeps the relevant Insurance Contract, invoice and receipt in order to be reimbursed through the programme;
6. All interns and employers will sign a Memorandum of Understanding (MoU) which will specify their responsibilities, duties and roles during the 3-month internship period.
7. The monthly allowance will be paid directly by the CCCI/KTTO to the intern at the end of each month, after fully attending the working days and hours as specified in the MoU signed between the intern and the host employer.
8. The internships will take place within the selected eligible companies / organisations: 12 Turkish Cypriot interns in the GC community and 12 Greek Cypriot interns in the TC community. Depending on the interest shown, it may be the case that one company/organisation could host more than one (1) intern.
9. Upon successful completion of the internship period:
 - Interns and hosting employers will evaluate the internship programme through a questionnaire provided by the two Chambers of Commerce;
 - interns and hosting employers will be provided with a Certificate of Completion from the two Chambers of Commerce;



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How to apply:

Interested parties may find attached the relevant application forms.

For more information or clarifications, please contact:

- (a) Ms Saziye Altuner at the Turkish Cypriot Chamber of Commerce, tel. +90 (392) 228 37 60, e-mail: saltuner@ktto.net
- (b) Ms Georgia Venizelou at the Cyprus Chamber of Commerce & Industry, tel. 22889840, e-mail: gvenizelou@ccci.org.cy

Deadline: Applications will be accepted until 4th September 2015 and will be treated on a “first-come first served” basis until the required number of matchings between suitable intern-host applicants is completed.



European Union

This project is co-funded by the European Union under the "Cypriot Civil Society in Action IV" program.



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APPL. FORM 1 (HOST)

LEADING BY EXAMPLE PROJECT

CROSS-COMMUNITY EXCHANGE INTERNSHIP PROGRAMME

APPLICATION FORM FOR HOSTS

This application form is completed by the company/organisation interested to host a young intern graduate.

1. COMPANY/ORGANISATION DETAILS

Name of company / organisation:		Employer's Social Insurance Registry No.:
Telephone:	Fax:	Email:
Physical address:		
Contact person:		Position:
Establishment date:		No. of employees:
Sector/Activity :		
Previous experience / cooperation with the other community: YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please specify:		
Languages spoken within the company / organisation:		
English <input type="checkbox"/> Greek <input type="checkbox"/> Turkish <input type="checkbox"/> Other <input type="checkbox"/> (specify)		

2. TITLE OF THE POSITION TO BE FILLED BY INTERN

3. JOB/DUTIES/ RESPONSIBILITIES DESCRIPTION

The description of work / tasks / responsibilities should specify the Department in which the graduate intern will be placed, the tasks to be undertaken, as well as the expected working times and hours.

It is emphasized that the related tasks/responsibilities should respond to a graduate level. The CCCI and KTTO will not approve positions that are determined as not being appropriate for graduates.

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4. PERIOD OF INTERNSHIP

The internship should last for 3 consecutive months within the period 14th September 2015 – 29th April 2016. Please specify your preferred months (you may include more than 1 preference).

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5. DECLARATION

I declare that:

- I am the authorized legal representative of the company/organization.
- The statements made by me in this application form are true, complete and correct. I understand that any misrepresentation or material omission made in this form or other document requested by the CCCI and KTTO may lead to immediate termination of the internship.
- I have read and accepted the *General Terms and Conditions* governing the "*Leading by Example*" Cross-Community Exchange Internship Programme.
- If my application is approved, I will arrange that the Intern selected will be fully insured against employers' liability for the 3-month duration of the internship programme.

CCCI and/or KTTO retain their right of demanding additional information or clarifications, as well as to investigate the data included in this application form.

I consent to the publication of the company's/organisation's name in the local media as a host under the "*Leading by Example*" Cross-Community Exchange Internship Programme. Yes ☐ No ☐

<p>.....</p> <p>Date</p>	<p>.....</p> <p>Name and Surname of the authorised legal representative</p>	<p>.....</p> <p>Signature and Stamp of company/organisation</p>
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FOR OFFICIAL USE ONLY	
Ref. Number: _____	
OFFICER SIGNATURE: _____	DATE (dd/mm/yyyy): ____/____/____

Applications can be submitted from 15th May to 4th September 2015

and will be treated on a first-come first served basis until the required number of matchings between suitable intern-host applicants is completed.

All applications should be delivered/sent to one of the following addresses either by hand or e-mail:

Cyprus Chamber of Commerce and Industry

Deligiorgi 3, 1066 Nicosia, 5th floor,

Email: gvenizelou@ccci.org.cy

Attn: Ms. Georgia Venizelou

Turkish Cypriot Chamber of Commerce

90, Bedrettin Demirel Caddesi, Lefkoşa

Email: saltuner@ktto.net

Attn: Ms. Saziye Altuner





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APPL. FORM 2 (INTERN)

LEADING BY EXAMPLE PROJECT

CROSS-COMMUNITY EXCHANGE INTERNSHIP PROGRAMME

APPLICATION FORM FOR INTERNS

This application form is completed by the young unemployed graduate

PERSONAL DETAILS

1. Family name(s):	2. First (and middle) name:	3. Date of birth (dd/mm/yy):	4. Place of birth:
5. Community (Greek or Turkish Cypriot) ¹ :		6. Home address:	
7. Telephone number:		8. Email address:	

INTEREST FOR INTERNSHIP

9. In which sectors of activity would you prefer to work as an Intern? Please list 3 in order of preference.

LANGUAGE SKILLS

10. What is your mother tongue?

11. Other language(s)	READ			WRITE			SPEAK		
	Basic	Intermediate	Advanced	Basic	Intermediate	Advanced	Basic	Intermediate	Advanced
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ All applicants must be Cypriot citizens residing in Cyprus.

EDUCATION & TRAINING**12. University or equivalent**

NAME, PLACE and COUNTRY	ATTENDED FROM/TO		DEGREE OBTAINED	MAIN COURSES OF STUDY
	Month/Year	Month/Year		

WORK EXPERIENCE

Please include any work experience, if applicable.

EMPLOYER/PLACEMENT DETAILS	Dates (Month/Year)		Paid employment <input type="checkbox"/>	Funded Internship* <input type="checkbox"/> *Sponsor details:
	From	To		
			Voluntary work <input type="checkbox"/>	Unfunded internship <input type="checkbox"/>
Summary of main duties				

EMPLOYER/PLACEMENT DETAILS	Dates (Month/Year)		Paid employment <input type="checkbox"/>	Funded Internship* <input type="checkbox"/> *Sponsor details
	From	To		
			Voluntary work <input type="checkbox"/>	Unfunded internship <input type="checkbox"/>
Summary of main duties				

13. List of personal activities/interests.**14. List any previous cooperation/involvement with the other community, if applicable.**

15. SECURITY QUESTIONS	
a) Passport/ ID Number:	
b) Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?	
<div style="text-align: right;"> YES <input type="checkbox"/> NO <input type="checkbox"/> </div>	
If yes, please give full particulars of each case in an attached statement.	

DECLARATION	
16. I declare that:	
<ul style="list-style-type: none"> • I am unemployed. • If my application for internship is approved, I will not seek employment elsewhere within the 3 months Internship Programme. • The statements made by me in this application form are true, complete and correct. I understand that any misrepresentation or material omission made on this form or other document requested by the CCCI and KTTO may lead to immediate termination of the internship. • I hereby confirm that I have read and accepted the <i>General Terms and Conditions</i> governing the "Leading by Example" Cross-Community Exchange Internship Programme. 	
CCCI and/or KTTO retain their right of demanding additional information or clarifications, as well as to investigate the data included in this application form.	
I consent to the publication of my name in the local media as an intern under the "Leading by Example" Cross-Community Exchange Internship Programme. Yes <input type="checkbox"/> No <input type="checkbox"/>	
SIGNATURE: _____ DATE (dd/mm/yyyy): ____/____/____	
ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION FORM	
Applicants are required to submit copies (not originals) of the following:	
<input type="checkbox"/>	Copies of university degrees and/or diplomas
<input type="checkbox"/>	Recognised English language proficiency certificate

FOR OFFICIAL USE ONLY	
Ref. Number: _____	
OFFICER SIGNATURE: _____ DATE (dd/mm/yyyy): ____/____/____	

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and will be treated on a first-come first served basis until the required number of matchings between suitable intern-host applicants is completed.

All applications and supporting documents should be delivered/ sent to one of the following addresses either by hand or e-mail:

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