

Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

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EMPLOYER INFORMATION	
Name of organization	Administration unit Maribor
Address	Ulica heroja Staneta 1
Postal Code	2000
City	Maribor
Country	Slovenia
Telephone	+386(0)2-2201-800
Fax	+386(0)2-2201-791
E-mail	ue.maribor@gov.si
Website	http://www.upravneenote.gov.si/maribor/
Number of employees	143
Year of foundation	1995
Contact person	mag Karin Jurše
Department / Function	head of administration unit
Direct telephone number	+386(0)2-2201-790
Direct mobile	
Direct e-mail address	karin.jurse@gov.si
Short Description of the Company	
Other	

PLACEMENT INFORMATION	
Department / Function	
Description of activities	
Duration	3 months
Working hours / Weekly hours	8 / 40
City	Maribor
Help with finding Accommodation	No
Financial Contribution	No ()
Other	

LANGUAGE REQUIREMENTS¹				
Language	Listening	Reading	Writing	Speaking
English	3	3	3	3
German	3	3	3	3
French				
Italian				
Spanish				
croatian	3	3	3	3
serbian	3	3	3	3

ICT REQUIREMENTS	
requirement	Expertise level ²
word	Intermediate level
excell	Intermediate level

¹ Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

power point	Intermediate level
lotus notes	Intermediate level
moodle	Intermediate level

OTHER REQUIREMENTS	
Driver's license	No
Other	