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## **PUBLIC CALL FOR TRAINING AND CERTIFICATION OF TOURIST GUIDES**

**Project title:**

**“SKILL DEVELOPMENT FOR TOUR GUIDES IN KOSOVO”**



**Tourism Organization of Gračanica**

## **Public call for training and certification of tourist guides**

Tourism Organization of Gračanica (TOG) announces a public call for training of 30 tourist guides within the project "Skill development for tour guides in Kosovo". The aim of this project is to develop practical skills and increased employability of women and young people.

The "TOG" project "Skill development for tour guides in Kosovo" is part of the financial grant from the "Inter-community Dialogue through Inclusive Cultural Heritage Preservation" project implemented by UNDP Kosovo and funded by the European Union's Instrument contributing to Stability and Peace (IcSP).

The training will be held from April 6<sup>th</sup> -13<sup>th</sup>, 2019 in Gračanica/Graçanicë and will last 8 days. Lectures will include theoretical and practical part, and 30 days after the realization of the curriculum and completion of the training, participants will have the opportunity to take the final test and receive certificates. The training is free, and all participants will be provided with the necessary literature for the final test. During the training, travel and food expenses will be provided for participants residing in the Municipality of Gračanica/Graçanicë and neighbouring municipalities, and accommodation will be provided for participants from remote municipalities.

The trainees will have the opportunity to acquire theoretical and practical knowledge in the real environment during one-day excursion (to Prizren or Novo Brdo/Novoberde), to improve their skills and to acquire necessary experience to perform duties of a tourist guide.

Five micro-grants, starting from 300 - 500 euros, will be awarded to the trainees who pass the final test for certificate and who will present/show creative ideas, dedication and interest on work in tourism industry. Micro-grants will be a motivation and serve as a start-up for their own business. To increase the employability of certified tour guides, the project team will be engaged in their promotion and networking with tour operators in Kosovo and in the region. In this way, they will have the opportunity to be local tour guides in their municipalities.

Lectures will be held in two languages (Serbian and Albanian), and the lecturers are experts in the field of tourism: Prof. Branko Krasojević and Prof. Zekë Çeku.

Our organisation is inviting all candidates who are interested to learn and work tour guides to Apply for the tourist guide training, where you will also have the possibility to be certified as tourist guides. In line with the principles of equal opportunities, women and members of all communities in Kosovo are encouraged to apply. The number of participants is limited to 30 only. If the number of applicants is higher, than then the project foresees to give priority in selection of candidates for this training: who are unemployed, who speak more than one language, and have a university degree.

**General terms for applicants:**

- Secondary school or university education;
- Knowledge of English language and/or French, German, Italian, Russian, Spanish, Japanese language;
- Age from 20 to 40 years;
- Valid Kosovo ID/passport.

**Documents to be submitted:**

1. Filled application form;
2. Photocopy of a valid Kosovo ID card /passport;
3. Proof of education degree (photocopy of secondary school or university diploma);
4. Motivation letter (in which the applicant shall explain why does he/she want to be a tour guide and why does he/she consider himself/herself the best candidate) – maximum one page;
5. Proof of knowledge of a foreign language (if available: certificates, diploma or statement of candidate).

Interested candidates who would like to apply can download the Application Form on the official website of TOG – [www.togracanica.org](http://www.togracanica.org)

**Documents can be submitted:**

- In electronic form to the following email: [togracanica@gmail.com](mailto:togracanica@gmail.com) with :  
„Application for tour guide training“in the subject box;
- As a hard copy by mail or in person on the following address:  
Tourism Organization of Gračanica, Cara Lazara bb St. – Business centre III floor (office no. 17), 10500 Gračanica/Gračanicë.

The deadline for submitting the applications is 07<sup>th</sup> March 2019, at 16:00. Incomplete application and documents submitted after the deadline will not be considered.

Within 10 days (after the closing date of the Public Call), the Evaluation Commission will evaluate timely submitted applications and inform the candidates of the results.

The list of eligible candidates will be published on the official website of TOG – [www.togracanica.org](http://www.togracanica.org)