

Hope Fellowships Program



Application

Women Leadership Program Diplomacy and Democracy Group

*March - July
2012*



USAID | **KOSOVO**
FROM THE AMERICAN PEOPLE

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APPLICATION
HOPE FELLOWSHIP PROGRAM

Sponsored by
THE NATIONAL ALBANIAN AMERICAN COUNCIL
Funded by
The U.S. Agency for International Development

Women Leadership program purpose

Hope Fellowships aims to promote professional and leadership growth of women leaders in Kosovo, by offering opportunities for women to explore and develop their leadership capacities and expertise through trainings, active research, creative leadership joint and individual initiatives, dialogues and group work in country and in Washington D.C.

While in country, you will be engaged in trainings, workshops, forum preparation activities, dialogues and group work.

During your time in Washington, DC, you will be engaged in a combination of activities such as classroom-based skills trainings and project development, active research in a research site and consultations with professionals working on issues of particular interest to participants and in relation to education, attend forums, participate in a congressional shadow day, and publicly present your project. These activities include meetings with relevant organizations, institutions, and companies related to your area of professional research, meetings with policymakers to discuss education in Kosovo, public speaking engagements to inform the DC policy community

about challenges and success in Kosovo, and cultural activities.

Upon return you will be encouraged to serve as catalysts and activists, transferring your knowledge to others and engaging more people in the transition to democracy, open -markets, and civil society. Activities upon the return include but are not limited to: implementing your project, initiating group projects, participating in dialogues, etc.

Open Competition

The National Albanian American Council / Hope Fellowships Program are pleased to announce the open competition for the Women Leadership Program the Education group to begin March 19th, 2012. Up to twelve fellows will be selected from each in this merit-based competition. **Deadline for application submission is Monday, January 30, 2012 at 5:00pm. If you mail your application, it must be RECEIVED by this deadline.**

Who should apply

We seek women leaders from local and central Government, the Kosovo Assembly, political parties, women leaders from non-governmental organizations and private sector professionals currently serving as mid to high level managers in

a department or agency who are active and cover the field of diplomacy and democracy.

Women who are and/or plan to become public sector officials may be at the national, regional, or local level. Women already involved in politics, public diplomacy, human rights activists, media, political analysts, etc. Unfortunately, we cannot offer fellowships to candidates interested in gaining practical medical experience or pursuing university research.

Eligibility requirements

- Current resident of Kosovo not employed outside of Kosovo.
- Should be over the age of 25, but under the age of 45 at the time of the November, 2010 deadline.
- Minimum three years professional experience in your designated area of interest, e.g. leadership project concept.
- Completion of a university degree.
- Proficiency in written and spoken English for participation in and interaction with associates in U.S. work environment (you will be required to pass a language exam as part of the visa procedures)
- Ability to receive and maintain J-1 visa
- Ability to begin the in-country program on January, 2011 and WLP on May 21, 2011.
- Not be a spouse of a U.S. citizen
- Not have participated in a U.S. government funded program since 2008 for a period of more than 6 weeks in the United States.
- Not have applied for an immigrant visa to any country, or requested political asylum in any country; not hold or have applied for a U.S. "green card" or have applied to the U.S. Diversity Immigrant Visa Lottery
- Not a local hire currently with USAID Mission in Kosovo or United States Office Embassy.
- Not have dependents who must accompany selected fellows.

Under the terms of the grant and the laws governing the J-1 visa required for participation in the study tour, fellows must return to their home country immediately upon completion of the program and will not be eligible to apply for a J1 visa for a period of two years. Fellows may not continue studies in the U.S., and are not eligible for extended practical training or employment in the United States. This program should not be perceived as an opportunity for participants to conduct personal travel within the U.S. or conduct personal research interests independent of the scope of the study tour.

What the fellowship program provides in Washington, DC

- Round-trip travel from Prishtina, Kosovo to Washington, D.C.
- Medical insurance
- Six-week leadership experience.
- Orientation to Washington, DC
- Shared housing (apartment/ hotel, you will share a room or suite with another participant)
- Weekly allowance of \$275 to cover food, local transportation, and personal expenses.

What the Hope Fellowship program provides in country

- Ten weeks of in country program including trainings on Leadership, Management, and other trainings tailored to the needs of the group.
- One day pre-departure orientation
- The Washington Leadership Program is fully sponsored by NAAC-HF and the coordination of all visa procedures and associated expenses will be taken care from HF office.

NOTE: *If for any reason the participant will fail to attend the program and not inform program officials within two weeks post selection, candidate will have to reimburse to the program the costs incurred during particular time period.*

- Opportunities for becoming an influential group of interest in the field of diplomacy and democracy.
- Opportunities for In-country dialogues.
- Other network activities as implemented.

Active research in U. S. host organizations

Each selected participant is assigned to conduct active research within an organization pertinent to the participant’s professional area and in relation to diplomacy and democracy, e.g. associations, NGOs, government and political organizations. Applicants must indicate in their application their preferred area(s) of interest for their active research. The research project described in the application will be used as part of the determination of your candidacy and highly considered for determining your U.S host organization. Appropriate research sites are based on the information the participant provides in the application and the selection interviews.

Selection process and program timeline

Both U.S. and local Hope Fellowship Program staff, and USAID representatives, comprise selection and approval committees. The timeline may be adjusted as needed:

January 30	Deadline for application
February 06-08	Committee review
February 13-17	In-country interviews
February 20	Notification
March 1	J1 visa activities & pre-departure medicals
March 19 –May 18	In country program activities, trainings and Pre-departure orientation
June 1	Depart Prishtina
June 1	Arrive Washington, DC
July 13	Depart Washington, DC
July 14	Arrive Prishtina

Application preparation and highlights

- **All parts** of the application must be completed and submitted
- **Only COMPLETE Applications will be considered, no exceptions!**
- You must submit the original and one additional copy of the application.
- Reference letters submitted separately or late are not accepted.
- ***The written research project assignment concept required in Part IV of the application is a key selection element.***
- A Curriculum Vitae (C.V.), or resume, no more than two pages in English should be submitted. It must include the most current data about your education and work experience.
- **Applications must be submitted by January 30, 2012 at 5:00 pm to:**

Hope Fellowship Program Office, National Albanian American Council
 Sejdi Kryeziu No: 5, Qyteza Pejton, Second Floor
 10 000 Prishtina, Kosovo
 (The building in front of Norwegian Embassy)

Do not send applications to Washington, DC. Applications will not be returned to applicants after submission. The Program reserves the right to verify all information in the application. In event of discrepancy or false information, the application will be declared invalid and the applicant ineligible.

About NAAC

The National Albanian American Council (NAAC) is a nonprofit organization dedicated to fostering in the United States a better understanding of Albanian issues, and to promoting peace, respect of human rights, and economic development in the Balkans. NAAC is also committed to helping build democratic institutions and provide humanitarian assistance to people recovering from the aftereffects of war. Through the Hope Fellowship program, NAAC seeks to empower women in Kosovo, so that they will be in a stronger position to help themselves and their society.

Personal and Professional Data

1. Write your full, legal name with your family name (surname) first. Do not translate into English

Last:

First:

Middle:

2. Citizenship:

3. Legal Residence:

4. Age:

Birth Month:

Day:

Year:

5. Place of Birth

City:

Country:

6. Marital Status:

Single

Married

7. Citizenship of spouse:

8. Write your current mailing address. Use Roman Letters only. Do not translate street or city names into English, only into the English alphabet. Be sure to include your postal code.

Street:

Apt. No.:

City:

Country:

Telephone:

Alternate Telephone:

Email address:

9. Current Employment Information

Occupation:

Position:

Place of Employment:

Department (if applicable):

Starting Date:

Street Address:

City:

Postal Code:

Telephone:

Supervisor Name:

Supervisor Title:

Supervisor Phone Number:

Supervisor Email:

Organization Funding Source (if applicable, please list all):

10. Provide your employment history for the past five years. List the most recent first.

<u>Employer Name</u>	<u>Address</u>	<u>Position</u>	<u>Dates</u>
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11. Education- List all educational institutions attended or currently attending after middle school.

<u>University/ Institute</u>	<u>Field of Study</u>	<u>Dates</u>	<u>Degree/ Date Received</u>
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12. Please list all previous travel to the U.S.- Include all travel to the U.S., including the dates, locations, and reasons for travel. If you were previously in the U.S. on a grant, indicate the name of the grant and the sponsoring organization.

13. Other Previous Foreign Travel- List dates, locations and purpose. Include other countries lived and /or worked in during the last five years.

14. Do you have a passport to travel abroad? Yes No

Passport Number:

Issuing Country/ Entity:

Series (if applicable):

15. Have you ever received a U.S. J-1 visa? If so, please indicate the duration of the visa (exact dates), and name of the program.

16. Have you ever received a Social Security Number from the U.S. government?

Yes No

If yes, please list number:

17. Have you participated in any other fellowship program, either in-country, in the U.S. or any other country? Yes No

If yes, please provide details:

18. Emergency Contact Information- Person to contact in case of an emergency.

Name:

Relationship to you:

Address:

Phone Number:

Email:

II. English Language Proficiency

19. Formal study of English

School/ Institute

Dates

Hours per week

20. Current English Training- Describe what you are doing now or plan to do to increase your English language proficiency.

III. Computer Skills & Miscellaneous

The following information will NOT be considered in the evaluation of your application. The information is needed for logistical purposes if you are selected for this program.

21. Are you proficient in Microsoft Office (Word and Excel)? Yes No

22. Do you use email on a regular basis? Yes No

If yes, where do you use it? Home Office Other _____

23. How would you characterize your Internet abilities? Beginner Intermediate Advanced

24. How did you learn about the Hope Fellowship Program?

IV. Project Assignments

1. Attach an organizational chart showing the hierarchy in your current place of employment – your system. Show the people who are above you, your direct supervisor, your colleagues at the same level, and the people you supervise. Please include the titles for each position. This is needed so we can understand where you fit in your system and your level of influence within your system.
2. Write and attach a short personal statement of no more than two pages about how you see yourself as a leader in your profession and in your community. At Hope Fellowships we believe everyone has the capacity to be a leader and that leaders are made, not born. Our leadership theme is “giving back.” One definition we use for leaders is that they are individuals who successfully inspire others to work toward a common goal or vision for the good of the project, organization, or community. Tell us in your essay how you have already done this and how you see yourself continuing to do this. Please provide specific examples and be sure to mention any volunteer work you do in your community, outside of your work.
3. Write and attach a one to two page essay describing your concept for a project assignment ***in the field of diplomacy and democracy*** for your organization or community that you want to plan as a Hope Fellow, ***develop it further while in Washington***, D.C and ***implement upon return*** to Kosovo. This project should be concrete, limited in scope to apply to your ***diplomacy and/or democracy work*** or community groups you are involved in, and implementable. Do not use this as an opportunity to try new business ventures or develop a project that is not related to your current professional experience. Please make sure to address the following questions in your essay:
 - What are the goals of your project? What will the activities be?
 - What will be the end result of your project? Who will benefit? How will they benefit?
 - Are you in the position to be able to effectively implement your project? Who will support you in the implementation? Have you spoken with them regarding your project?
 - Why do you feel your project is important to Kosovo society? What need does it address? What positive results will occur?
 - Is your project able to be implemented without receiving funding from outside sources?
4. Please identify at least three sites (organizations) in Washington D.C that during your stay there will provide you with the know-how about your project. Please write the name of the organization and any contact (if already have one).

V. Reference Form

This form should be completed by your direct supervisor. This form should be typewritten or printed in English, the signature must be original. This page may be copied.

NAME: _____

TITLE: _____

ORGANIZATION/ BUSINESS: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

1. NAME OF APPLICANT: _____

2. HOW LONG HAVE YOU KNOW THE APPLICANT?: _____

3. IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT? _____

- Teacher/ Professor
- Employer or Job Supervisor
- Other (please specify)

4. Indicate where the applicant would rank among associates or professional colleagues in her/his work or academic achievements:

- Excellent
- Good
- Average
- Fair
- Poor

5. Evaluation

Please attach a signed letter to this form, preferably on letterhead, providing a candid evaluation of the applicant's past performance and her ability to pursue and successfully complete the proposed fellowship. The selection committee reviewing this application will read your statement. Therefore, your comments should be as complete and detailed as possible

Signature

Date

V. Reference Form

An associate familiar with your present academic or professional work must complete this reference form. This form should be type written or printed in English, the signature must be original. This page may be copied.

NAME: _____

TITLE: _____

ORGANIZATION/ BUSINESS: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

6. NAME OF APPLICANT: _____

7. HOW LONG HAVE YOU KNOW THE APPLICANT?: _____

8. IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

- Teacher/ Professor
- Employer or Job Supervisor
- Other (please specify)

9. Indicate where the applicant would rank among associates or professional colleagues in her/his work or academic achievements:

- Excellent
- Good
- Average
- Fair
- Poor

10. EVALUATION

Please attach a signed letter to this form, preferably on letterhead, providing a candid evaluation of the applicant's past performance and her ability to pursue and successfully complete the proposed fellowship. The selection committee reviewing this application will read your statement. Therefore, your comments should be as complete and detailed as possible

Signature

Date

VI. Certificate of Intent

Hope Fellowship Program

I certify that the information given in this application is complete and accurate. I certify that I completed this application myself. I understand that final approval of my application and my status as a program fellow is dependent on my ability to receive and maintain a J-1 visa to the United States AND provide clear and specific information regarding the research I want to undertake so that appropriate meetings can be scheduled by HF staff on my behalf in Washington, DC. As required by the J-1 visa, I agree to return to my home country for two years immediately upon the conclusion of the program in Washington D.C.

By signing this certificate of intent I certify that I have understand that by joining to HF program requires commitment before and upon the return from Washington Leadership Program. Therefore I certify that I will follow the in-country program and agree that I will be committed and engage myself fully to implement my project and be an active participant in the joint leadership initiative upon the return.

I understand that my program may be terminated for giving false information, for general misconduct, or non-compliance with the terms and conditions of the Hope Fellowship Program.

Name of applicant

Signature of applicant

Date

VII. Submission Instructions and Checklist

- Incomplete applications will not be considered.
- This application consists of EIGHT PARTS.
- Type or print your entire application in English
- Reference forms must be accompanied by a letter and both form and letters must have original signatures and be written expressly for this application.
- Make a copy of the complete application for yourself
- **Deadline for application submission is Monday, January 30, 2012 at 5:00pm. If you mail applications, they must be RECEIVED by this deadline.**
- Submit application to:
Hope Fellowship Program Office
National Albanian American Council
Sejdi Kryeziu 5, Qyteza Pejton, Prishtine 10000 (in front of the Norwegian Embassy Building)
Office: 038 609 220; email: acerabregu@naac.org

1. Application Part I: Complete questions 1-18
2. Application Part II: Complete questions 19-20
3. Application Part III: Complete questions 21-24
4. Application Part IV: - Submit an organizational chart showing the hierarchy in your current place of employment
- Submit short essay on your leadership role
- Submit short essay on proposed leadership project concept
5. Application Part V: Submit two reference forms with letters
6. Application Part VI: Submit a signed copy of Certificate of Intent
7. Application Part VII: Submit signed copy of this Submission Instructions and Checklist
8. Submit a copy of your Curriculum Vitae (C.V.) or resume.

I have completed all of the questions, essays, and attachments required by Parts I, II, III, IV, V, VI, VII, VIII of the application; they are enclosed and comprise my complete application package.

Name of applicant

Signature of applicant

Date