

\_**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](mailto: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](mailto:karin.jurse@gov.si) |
| Short Description of the  Company |  |
| Other |  |



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| **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 |  |

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| **LANGUAGE REQUIREMENTS**1 | | | | |
| 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 |
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| **ICT REQUIREMENTS** | |
| requirement | Expertise level2 |
| 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

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| power point | Intermediate level |
| lotus notes | Intermediate level |
| moodle | Intermediate level |
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| **OTHER REQIUREMENTS** | |
| Driver’s  license | No |
| Other |  |