

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**Kosovo Specialist Chambers and Specialist Prosecutor's Office  
2-2017 Call for Contributions - Internship**

<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>		
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>		
<b>Employment Regime:</b>	<b>Internship</b>		
<b>Vacancy Notice:</b>	<b>Ref. number</b>	<b>Position</b>	<b>Availability</b>
	I-2017-0001	Intern within the Specialist Prosecutor's Office	December 2017 - January 2018
	I-2017-0001.2	Intern within the Specialist Prosecutor's Office	December 2017 - January 2018
	I-2017-0002	Intern within the Court Management Unit	December 2017 - January 2018
	I-2017-0003	Intern within the Immediate Office of the Registrar, Chambers Legal Support Unit, Victims Participation Office or Defence	December 2017 - January 2018
	I-2017-0004	Intern within the Information Governance Office	December 2017 - January 2018
	I-2017-0005	Intern within the Public Information and Communication Unit	December 2017 - January 2018
	I-2017-0006	Intern within the Division of Administration	December 2017 - January 2018

	I-2017-0007	Intern within the Human Resources Unit	December 2017 - January 2018
	I-2017-0008	Intern within the Procurement Unit	December 2017 - January 2018
	I-2017-0009	Intern within the Facility Management and General Services Unit	December 2017 - January 2018
<b>Deadline for Applications:</b>	<b>27 October 2017 at 17:00 hours (Brussels time)</b>		
<b>E-mail address to send the Internship Application Form to:</b>	<p>National Authorities, supporting applicants for internship, are kindly requested to send the respective application form(s) to the following email only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)  <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p>Internship applicants applying directly are kindly requested to send the respective application form(s) to the following email only, and not any other addresses:  <a href="mailto:internship@scp-ks.org">internship@scp-ks.org</a></p>		
<b>Information:</b>	<p>For additional information regarding Internship applicants supported by their National Authorities, please contact:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)  <b>Ms Antigone Marana</b>  <a href="mailto:antigone.marana@ext.eeas.europa.eu">antigone.marana@ext.eeas.europa.eu</a></p> <p>For additional information regarding Internship from applicants applying directly for the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please contact:</p> <p style="text-align: center;"><b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>  <a href="mailto:internship@scp-ks.org">internship@scp-ks.org</a></p>		

<b>How to apply:</b>	<p>Interested Internship applicants should use the Internship Application Form. <b>It is essential that both the position <u>and</u> the corresponding reference number are clearly marked in the form. One application for each position needs to be filled. Maximum of three (3) applications per candidate is accepted.</b></p> <p>An applicant shall submit an Application Form (Annex 2), copy of passport, copy of University Degree(s) or proof of inscription and any other materials, as required in the Call for Contributions.</p> <p>Internship applicants can apply either sending their application directly to the e-mail address mentioned above or through their National Authorities.</p> <p><b>General Aspects:</b> If more than one application for the same position is received from the same candidate, the one submitted through the National Authorities will be given priority.</p>
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**Internship** – Interns are undergraduates or postgraduates, in particular a) students, b) young professionals, who recently graduated from University and c) professionals who have graduated from University and who will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

The Kosovo Specialist Chambers and Specialist Prosecutor’s Office provides Interns with a practical and educational experience whereby they learn about the work of the units to which they are assigned, and assist staff members of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in discharging their duties. The Kosovo Specialist Chambers and Specialist Prosecutor’s Office affords Interns the opportunity to develop a more profound understanding of the organization and its mandate.

**Duration of Internship** – The duration of internship shall normally not exceed six (6) months. Applicants are expected to be available for the full duration of internship.

**Financial Arrangements** – Internships at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office are not remunerated. Interns will normally be granted a Living Allowance of € 750 per month. It is the Intern’s own responsibility to ensure whether a Living Allowance, paid by the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, is taxable in his/her home country.

**Health Insurance** – For Interns, to whom the Kosovo Specialist Chambers and Specialist Prosecutor’s Office grants a Living Allowance, an adequate health insurance, which covers accidents when in the service of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in the Host State, shall be arranged for and paid. Interns shall be obliged to show a proof that they are covered by a Third Party Liability Insurance valid in the Host State during the internship.

## **A. Essential Requirements**

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State<sup>1</sup>.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss of any information or a document as a result of access to the information related to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities.

**Communication Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Language Skills** – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Health** – The candidates must be physically and mentally fit and in good health. A selected candidate must submit a Medical Certificate (in English) from a duly qualified medical practitioner certifying that s/he is in good health and fit to work and travel. The cost of this certificate or any related medical examinations, if applicable, is to be borne by the candidate.

**Computer Skills** – Skills in word processing, spread sheet and e-mail systems are essential.

**Education** – An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

## **B. Desirable Requirements**

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards.

**Knowledge of the Balkans Area** – The candidates should have good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

**Language** – Some proficiency in Albanian and/or Serbian is an asset.

## **C. Essential Documents for Selected Candidates**

**Education** – A certified copy of the University Degree or alternatively, if enrolment is sufficient, a certified copy of a document showing the courses attended at the University. Furthermore, certified copies of any other requirements laid down in the relevant vacancy announcement.

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<sup>1</sup> Canada, Norway, Switzerland, Turkey and the United States of America

**Passport** – The selected candidates must have a passport from their respective National Authorities.

**Visas** – The selected candidates shall present a valid visa, if required (for non-EU nationals). The Kosovo Specialist Chambers and Specialist Prosecutor’s Office shall, upon request, provide the candidates with a declaration that they are accepted as Interns at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, subject to fulfilment of the requirements in the CfC for the purposes of obtaining a visa.

**Personnel Security Clearance (PSC)** – If indicated in the Job Description, EU Personnel Security Clearance at the required level or alternatively a criminal record certificate to be provided with other required supporting documentation.

**Medical Certificate** – The selected candidates should provide a medical certificate (in English) from a duly qualified medical practitioner certifying that they are in good health and fit to work and travel.

**Third Party Liability Insurance** – The selected candidate is required to provide proof of this insurance for the duration of the internship.

#### **D. Additional Information on the Selection Process**

**Application Form** – Applications will only be considered when the Internship Application Form (Annex 2) is returned in Word format and indicating the position and reference number a candidate is applying for. In case of interest for more positions, one application for each position needs to be filled. Maximum of three (3) applications per candidate is accepted. A candidate shall submit the Internship Application Form(s), copies of passport and University Degree(s) or a proof of inscription provided by the University. Furthermore, any other supporting documents required in the relevant Job Description should be provided.

**Selection Process** – The candidates considered to be the most suitable will be shortlisted and, if needed, interviewed by Skype video/phone before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutors Office may contact you for clarification and follow-ups.

**Information on the Outcome** – Candidates will be informed about the outcome of the selection process after its completion.

#### **E. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0001	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Specialist Prosecutor.

### Main Tasks and Responsibilities:

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- To conduct in-depth legal research and analysis of legal issues deriving from the daily work of the Specialist Prosecutor's Office (SPO). Research into domestic law issues, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of legal memoranda and other documents, as requested by the Internship Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To assist by conducting document and evidence review and analysis;
- To perform any other related tasks as requested by the supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- International experience;
- Experience working within a national judicial system;

- Knowledge of international criminal law, international humanitarian law, public international law, international or European human rights law or the institutional law of organisations or of the European Union;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0001.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Specialist Prosecutor.

**Main Tasks and Responsibilities:**

- To monitor media and social-media in Kosovo and Serbia in relation to the work of the Specialist Prosecutor's Office (SPO);
- To help design and develop social-media platforms for the SPO;
- To help draft content for the SPO website and social-media platforms;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- Knowledge of currently available social-media platforms and experienced in their use;
- Excellent communications skills;
- Fluency in English, as well as Albanian and/or Serbian;
- Excellent drafting skills;
- Self-motivation;
- Organizational skills and multi-tasking ability;
- Proficiency in Microsoft Office.

Desirable

- International experience;
- Media experience;
- Appreciation for the work of international tribunals;
- Understanding of the political, legal, cultural and security situation in Southeast Europe, including, in particular, Kosovo and Serbia.



<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0002	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of Court Management Unit.

### **Main Tasks and Responsibilities:**

- To support the work of the Project Team working on an electronic court management system;
- To assist in the coordination of stakeholder's meetings;
- To assist the Project Team by preparing briefings, taking minutes and preparing memos;
- To assist in documenting the stakeholder's input;
- To assist in the follow-up of change requests to the current workflows of various stakeholders;
- To assist in the follow-up of test scripts;
- To carry out other tasks to assist the Project Team in line with the operational needs of the project;
- To perform any other related tasks as requested by the supervisor.

### **Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Court Management, Business Management, Business Information Technology or Project Management or any other related area;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of international and regional human rights instruments and institutional mandates such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the Human Rights and Rule of Law sector, and in particular the practical application of such practices in a court setting;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0003	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar (could be also assigned to different units within the Judicial Services Division)	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Immediate Office of the Registrar.

### **Main Tasks and Responsibilities:**

- To conduct legal research and analysis of legal issues deriving from the daily work of the respective unit. Research into domestic law issues, international criminal law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of legal memoranda and other documents, as requested by the Internship Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To perform any other related tasks as requested by supervisor.

### **Education and Experience:**

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- International experience;

- Knowledge of international criminal law, public international law, international or European human rights law or the institutional law of international organizations or of the European Union;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0004	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Senior Information Management and Records Advisor.

### Main Tasks and Responsibilities

- To support the work of the IT and Information Security Officer to further the IT and information security controls of the organisation;
- To support the assessment of information systems and IT infrastructure, and elaborating the controls against unauthorized access to systems, networks, and data;
- To research risk and vulnerability aspects of information systems and features to identify vulnerabilities, risks, and protection needs;
- To assist in assessments of technologies and answering of user questions;
- To assist in designing and filling the ISMS registration;
- To assist in the follow-up of IT changes to the current workflows of various stakeholders;
- To perform any other related tasks as requested by the supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Informatics, Computer Science, Software Development, IT Management, Telecommunications, Digital Forensics or any other related area;
- Good communication skills, coupled with a high level proficiency in oral and written English;
- Good drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- Knowledge of development in privacy law;

- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0005	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Public Information and Communication Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Head of Public Information and Communication Unit.

### Main Tasks and Responsibilities:

- To provide inputs in drafting and editing of texts, speeches, talking points, web material, etc.;
- To be involved in the social media aspects of the Kosovo Specialist Chambers (KSC);
- To collect material for various public information products;
- To assist in various outreach and event management activities;
- To conduct media monitoring and analysis;
- To conduct research of various topics and maintain Unit's databases;
- To perform any other related tasks as requested by the supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be preferably Media, Journalism, Law, Political Sciences, International Relations or any other related area of social studies;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- International experience;
- Knowledge and interest in international criminal courts, transitional justice and international relations;
- Experience in institutional outreach and social media activities;

- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo and Serbia;
- Knowledge of Serbian and/or Albanian language.



<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0006	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the respective Head of Unit. The Division of Administration is composed of the units of Human Resources, Finance and Budget, Facility Management and General Services, Information Technology Services, Procurement and Security and Safety.

### **Main Tasks and Responsibilities:**

- To assist the respective Head of Unit or the Internship Supervisor in performance of their duties deriving from the daily work of the respective units: Finance and Budget and Information Technology Services;
- To assist in the preparation of memoranda, letters, documentation and reports, as requested by the Internship Supervisor and/or his/her delegate;
- To perform any other related tasks as requested by the supervisor.

### **Education and Experience:**

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Business Management, Public Administration, Information Technology or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- International experience;
- Knowledge of the functioning of the EU;

- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0007	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Human Resources Unit.

### Main Tasks and Responsibilities:

- To assist the Head of Human Resources Unit or the Internship Supervisor in performance of their duties deriving from the daily work;
- To assist in the preparation of memoranda, letters, documentation and reports, as requested by the supervisor and/or his/her delegate;
- To assist in maintaining a filing and archiving system;
- To assist in Human Resources related projects, as assigned by the Head of Human Resources Unit;
- To perform any other related tasks as requested by the supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Business Management, Public Administration, Information Technology, Human Resources Management or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications, particularly in Excel;
- Multicultural understanding.

#### Desirable

- International experience;
- Knowledge of the functioning of the EU;

- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2017-0008	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Procurement Unit.

### Main Tasks and Responsibilities:

- To assist the Head of Procurement Unit or the Internship Supervisor in performance of their duties deriving from the daily work;
- To process procurement case files (vendor sourcing, document drafting and document analysis);
- To prepare minor purchasing files;
- To perform relevant project or system improvement tasks;
- To perform any other related tasks as requested by the supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Business Administration, Public Administration, Economics, Finance or Law related to Procurement and Contracting, Supply Chain Management, Commercial Contract Law or International Trade Law or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Excellent numerical skills;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Generally proficient in consumer-level ICT technology and applications;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- International experience;

- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship Programme	
<b>Ref. number:</b> I-2017-0009	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> December 2017-January 2018
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Intern reports to the Internship Supervisor, as assigned by the Head of Facility Management and General Services Unit.

### **Main Tasks and Responsibilities:**

- To work in collaboration with the Head of Facility Management and General Services Unit to produce detailed working drawings, specifications and associated terms of reference for internal procurement processes;
- To assist in the preparation of Graphics and specialist signage relating to building management;
- To use IT in design and project management, specifically using computer-aided design software;
- To assist in the project management and coordination of the work of external contractors;
- To make research of various topics;
- To perform any other related tasks as requested by the supervisor.

### **Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies or specialisation should be Architecture, Engineering or Facility Management or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Proficient in AutoCad;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.