

Position: Intern within the Court Management Unit	Employment Regime: Internship	
Ref. number: I-2021-0002	Location: The Hague, the Netherlands	Availability: 1 September 2021
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/Court Management Unit	Security Clearance Level: No Personnel Security Clearance is needed - Police record required	Open to Contributing Third States: Yes

Reporting Line:

The Intern reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To conduct legal and administrative research on matters in relation to court practices and court administration;
- To assist staff of the Court Management Unit with ad-hoc projects, draft reports as required;
- To assist with the migration of records into an electronic database;
- To assist in updating and maintaining the user guide of the electronic court management system, and in testing of any changes to the workflows;
- To assist in the analysis of test results and verification of implementation of agreed solutions;
- To carry out other tasks in line with the operational needs of the Unit;
- To perform any other related tasks as requested by the supervisor.

Essential Qualifications and Experience:

- 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 Public International Law, Criminal Law, Public Administration, 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-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

- Completion of a minimum of three (3) years of studies corresponding to a Bachelor's degree with specialisation in Law or Political Sciences;
- Interest in project management;
- International experience;
- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.