

Position: Intern within the Immediate Office of the Registrar	Employment Regime: Internship	
Ref. number: I-2021-0003.1	Location: The Hague, the Netherlands	Availability: 1 September 2021
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	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 Internship Supervisor as assigned within the Immediate Office of the Registrar.

Main Tasks and Responsibilities:

- To conduct legal research and analyse legal issues deriving from the daily work of the respective unit, including in the areas of international human rights law, public and private international law, international criminal law, and international administrative law, including the institutional law of international organisations, as required by the relevant Unit;
- To assist in the preparation of legal and information memoranda and other materials related to the work of the Unit;
- To assist in preparing briefing materials, drafting communications, and taking meeting minutes;
- 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;
- Excellent communication skills, coupled with a high-level of proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Flexible, well-organised, and able to multi-task and adapt to changing priorities;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

- Law as field of studies;
- International experience;
- Knowledge of international human rights law, public and private international law, international criminal law, or international administrative law, including the institutional law of international 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.