

Position: Intern within the Information Governance Office (IT Security)	Employment Regime: Internship	
Ref. number: I-2021-0004.1	Location: The Hague, the Netherlands	Availability: 1 September 2021
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance Office	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 Senior Information and Records Management Advisor through the IT/Information Security Officer.

Main Tasks and Responsibilities:

- To support the work of the IT/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 elaborate on the controls against unauthorised access to systems, networks, and data;
- To research on 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 Information Security Management System 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.

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 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-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

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