

Position: Intern within the Public Information and Communication Unit	Employment Regime: Internship	
Ref. number: I-2021-0005	Location: The Hague, the Netherlands	Availability: 1 September 2021
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication 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 Public Information and Communication Unit.

Main Tasks and Responsibilities:

- To provide inputs in drafting and editing of texts;
- 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 assist with administrative tasks of the unit in particular in regards to procurement and finance;
- 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;
- The field of studies should preferably be Law, but can also be Media, Journalism, Political Sciences, International Relations 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:

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