

Position: Intern within the Human Resources Unit (Recruitment)	Employment Regime: Internship	
Ref. number: I-2021-0007	Location: The Hague, the Netherlands	Availability: 1 September 2021
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources 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 Human Resources Officer.

Main Tasks and Responsibilities:

- To assist in drafting the internal documents on recruitment-related matters;
- To assist in the recruitment-related projects;
- To assist in the search, review, analysis and compilation of relevant data and preparation of reports;
- To assist in the maintenance of the internal filing and archiving system;
- 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 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-organised, detail-oriented, and able to multi-task;
- Proficient in Microsoft Office applications, particularly, in Excel;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

- Experience in analysing complex data and compiling accurate reports;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.