

Position: Intern within the Facility Management and General Services Unit	Employment Regime: Internship	
Ref. number: I-2021-0009	Location: The Hague, the Netherlands	Availability: 1 September 2021
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services 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 Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To assist in the research topics relating Protocol and Host State Affairs, Facilities Management, and General Services;
- To assist on Protocol and Host State and hospitality related activities;
- To assist in the drafting of internal guidance documents relating to the Units' services to the KSC;
- To assist the Head of Facility Management and General Services as and when required;
- 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 or specialisation should be Architecture, Engineering or Facility Management 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 a specialisation in Architecture/Engineering; Social Sciences or related fields;
- Knowledge of the functioning of the EU.