

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### **Kosovo Specialist Chambers and Specialist Prosecutor's Office 3-2019 Call for Contributions - Internship**

<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>		
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>		
<b>Employment Regime:</b>	<b>Internship</b>		
<b>Vacancy Notice:</b>	<b>Ref. number</b>	<b>Position</b>	<b>Availability</b>
	I-2019-0001	Intern within the Specialist Prosecutor's Office	Dec 2019- March 2020
	I-2019-0002	Intern within the Court Management Unit	Dec 2019- March 2020
	I-2019-0003.1	Intern within the Immediate Office of the Registrar	Dec 2019- March 2020
	I-2019-0003.2	Intern within the Victims' Participation Office, Defence Office, Chambers Legal Support Unit or Chambers	Dec 2019- March 2020
	I-2019-0004.1	Intern within the Information Governance Office (IT Security)	Dec 2019- March 2020
	I-2019-0004.2	Intern within the Information Governance Office (Library)	Dec 2019- March 2020
	I-2019-0005	Intern within the Public Information and Communication Unit	Dec 2019- March 2020
	I-2019-0007	Intern within the Human Resources Unit	Dec 2019- March 2020
	I-2019-0008	Intern within the Procurement Unit	Dec 2019- March 2020
	I-2019-0009	Intern within the Facility Management and General Services Unit	Dec 2019- March 2020
	I-2019-0010	Intern within the Ombudsperson's Office	Dec 2019- March 2020

	I-2018-0011.1	Intern within the Information Technology Services Unit (IT Service Management)	Dec 2019- March 2020
	I-2019-0012	Intern within the Finance and Budget Unit	Dec 2019- March 2020
<b>Deadline for Applications:</b>	<b>08 November 2019 at 17:00 hours (Brussels time)</b>		
<b>E-mail address to send the Internship Application Form to:</b>	<p>National Authorities, supporting applicants for Internship, are kindly requested to send the respective application forms to the following e-mail address only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p>Internship applicants applying directly are kindly requested to send the respective application forms to the following e-mail only, and not any other addresses:</p> <p style="text-align: center;"><a href="mailto:internship@scp-ks.org">internship@scp-ks.org</a></p>		
<b>Information:</b>	<p>For additional information regarding Internship applicants supported by their National Authorities, please contact:</p> <p style="text-align: center;"><b>Civilian Planning and Conduct Capability (CPCC)</b></p> <p style="text-align: center;"><b>Mr Andre KONZE</b> <a href="mailto:andre.konze@eeas.europa.eu">andre.konze@eeas.europa.eu</a></p> <p>For additional information regarding Internship from applicants applying directly for the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please contact:</p> <p style="text-align: center;"><b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b> <a href="mailto:internship@scp-ks.org">internship@scp-ks.org</a></p>		
<b>How to apply:</b>	<p>Interested Internship applicants should use the Internship Application Form, in which they can list up to three (3) positions and rank them in order of priority. It is essential that both the position AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted.</p> <p>Applicant shall submit an Application Form (Annex 2), copy of passport, copy of University Degree(s) or proof of inscription and any other materials, as required in the Call for Contributions.</p> <p>Internship applicants can apply either sending their application directly to the e-mail address mentioned above or through their National Authorities (applicants supported by their National Authorities).</p> <p>General Aspects: If more than one application for the same position is received from the same candidate, the one submitted through the National Authorities will be given priority.</p>		

**Internship** – Interns are undergraduates or postgraduates, in particular a) students, b) young professionals, who recently graduated from University and c) professionals who have graduated from University and who will use the experience of the Internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

The Kosovo Specialist Chambers and Specialist Prosecutor’s Office provides Interns with a practical and educational experience whereby they learn about the work of the units to which they are assigned, and assist the staff members of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in discharging their duties. The Kosovo Specialist Chambers and Specialist Prosecutor’s Office affords Interns the opportunity to develop a more profound understanding of the organization and its mandate.

**Duration of Internship** – The duration of Internship shall normally not exceed six (6) months. Applicants are expected to be available for the full duration of Internship.

**Financial Arrangements** – Internships at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office are not remunerated. Interns will normally be granted a Living Allowance of € 750 per month. It is Intern’s own responsibility to ensure whether a Living Allowance, paid by the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, is taxable in his/her home country.

**Health Insurance** – For Interns, to whom the Kosovo Specialist Chambers and Specialist Prosecutor’s Office grants a Living Allowance, an adequate health insurance covering accidents when in the service of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in the Host State, shall be arranged for and paid. Interns shall be obliged to show a proof that they are covered by a Third Party Liability Insurance valid in the Host State during the Internship.

#### **A. Essential Requirements**

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State<sup>1</sup>.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss of any information or a document as a result of an access to the information related to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities.

**Communication Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Language Skills** – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Health** – The candidates must be physically and mentally fit and in good health. A selected candidate must submit a Medical Certificate (in English) from a duly qualified medical practitioner certifying that s/he is in good health and fit to work and travel. The cost of this certificate or any related medical examinations, if applicable, is to be borne by the candidate.

**Computer Skills** – Skills in word processing, spread sheet and e-mail systems are essential.

**Education** – 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 scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

---

<sup>1</sup> Canada, Norway, Switzerland, Turkey and the United States of America

## **B. Desirable Requirements**

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards.

**Knowledge of the Balkans Area** – The candidates should have a good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

**Language** – Some proficiency in Albanian and/or Serbian is an asset.

## **C. Essential Documents for Selected Candidates**

**Education** – A certified copy of the University Degree or alternatively, if enrolment is sufficient, a certified copy of a document showing the courses attended at the University. Furthermore, certified copies of any other requirements laid down in the relevant vacancy announcement.

**Passport** – The selected candidates must have a passport from their respective National Authorities.

**Visas** – The selected candidates shall present a valid visa, if required (for non-EU nationals). The Kosovo Specialist Chambers and Specialist Prosecutor's Office shall, upon request, provide the candidates with a declaration that they are accepted as Interns at the Kosovo Specialist Chambers and Specialist Prosecutor's Office, subject to fulfilment of the requirements in the CfC for the purposes of obtaining a visa.

**Criminal Record Check/Certificate of Good Conduct** – The selected candidates shall present a valid Criminal Record Check or a Certificate of Good Conduct, which is not older than three (3) months.

**Medical Certificate** – The selected candidates should provide a Medical Certificate (in English) from a duly qualified medical practitioner certifying that they are in good health and fit to work and travel.

**Third Party Liability Insurance** – The selected candidates are required to provide proof of this insurance for the duration of the Internship.

## **D. Additional Information on the Selection Process**

**Application Form** – Applications will be considered only when the Internship Application Form (Annex 2) is returned in a Word format and indicating the position(s) and reference number(s) a candidate is applying for. One Application Form with a maximum of three (3) positions per candidate is accepted. A candidate shall submit the Internship Application Form, copies of passport and University Degree(s) or a proof of inscription provided by the University. Furthermore, any other supporting documents required in the relevant Job Description should be provided.

**Selection Process** – The candidates considered to be the most suitable will be shortlisted and, if needed, interviewed by Skype video/phone before the final selection is made. The evaluation of qualified candidates may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, a candidate may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutors Office may contact the candidate for clarification and follow-ups.

**Information on the Outcome** – The candidates will be informed about the outcome of the selection process after its completion.

## **E. Data Protection**

The EEAS and its Directorate CPCC process personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0001	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Specialist Prosecutor.

### Main Tasks and Responsibilities:

- To conduct in-depth legal research and analysis of legal issues deriving from the daily work of the Specialist Prosecutor's Office (SPO). Research into domestic law issues, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in conducting document and evidence searches, review and analysis, including the analysis of testimonies, statements and documents, and to produce summaries when required;
- To assist in the preparation of legal memoranda and other documents, as requested by the Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To perform any other related tasks as requested by the Supervisor and his/her delegate.

### Education and Experience:

#### Essential

- 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 Law, Political Science 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-organized and able to multi-task;
- Proficient in Microsoft Office applications and willing to learn other software programmes utilised by the Specialist Prosecutor's Office;
- Able to adapt to multicultural and multilingual working environments.

#### Desirable

- International work experience;
- Practical experience working within a national judicial system;
- Good working knowledge of a second language;
- Knowledge of international criminal law, international humanitarian law, or international human rights law;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0002	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Court Management Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Head of Court Management Unit.

**Main Tasks and Responsibilities:**

- To assist the Court Management Unit in the development and refinement of court administration procedures;
- To conduct research on matters of procedure and good practice in relation to court management;
- To assist staff of the Court Management Unit in day-to-day activities and tasks of the unit;
- To assist the Project Team working on the electronic court management system;
- To assist the Project Team in the coordination of stakeholder's meetings, by preparing briefings, taking minutes and preparing memos;
- To assist in documenting the stakeholder's input;
- To assist in drafting, preparation and follow-up of test scripts;
- To assist in the follow-up of change requests and testing of changes to the current workflows of various stakeholders;
- To assist in the analysis of test results and verification of implementation of agreed solutions;
- To carry out other tasks to assist the Project Team in line with the operational needs of the project;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- 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 Public International Law, Criminal Law, Public Administration, 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- Completion of a minimum of three (3) years of studies corresponding to a Bachelor's degree with specialisation in Law or Political Sciences;
- Interest in project management;
- International experience;

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



<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0003.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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 analysis of legal issues deriving from the daily work of the respective unit. Research into domestic law issues, international criminal law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of legal memoranda and other documents, as requested by the Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and memos;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- 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 proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- Law as field of studies;
- International experience;
- Knowledge of the international criminal law, public international law, international or European human rights law or the institutional law of international organizations 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.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0003.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers (Victims' Participation Office, Defence Office, Chambers Legal Support Unit or Chambers)	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the relevant Head of Unit.

**Main Tasks and Responsibilities:**

- To conduct legal research and analysis of legal issues deriving from the daily work of the respective unit;
- To conduct research into domestic law, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of (legal) memoranda and other documents, as requested by the Supervisor and his/her delegate;
- To assist by preparing briefings and taking minutes;
- To perform any other related tasks as requested by Supervisor.

**Education and Experience:**

Essential

- 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 Law;
- 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of international criminal law, international humanitarian law, public international law, international or European human rights law or the institutional law of international organizations 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.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0004.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Senior Information Management and Records Advisor.

### Main Tasks and Responsibilities:

- To support the work of the IT and 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 elaborating the controls against unauthorized access to systems, networks, and data;
- To research 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 ISMS 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.

### Education and Experience:

#### Essential

- 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- 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.

<b>Position:</b> Intern (Library)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0004.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern (Library) reports to the Senior Information and Records Management Advisor through the Information and Records Management Officer.

### Main Tasks and Responsibilities:

- To support the Information and Records Management Officer in fulfilling the Library Services;
- To process the Library tasks, including cataloguing, shelving, circulation and research enquiries;
- To update the Library intranet page;
- To update the Integrated Library System;
- To contribute to ongoing planning and development of the Library Services;
- To liaise with the Library Service providers in ensuring delivery;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- 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 Information and Library Science, Archives Management or related, such as Museum Studies or Digital Curation;
- 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- Prior experience in Library or information management roles;
- Microsoft SharePoint experience;
- Knowledge of MARC21 Format for Bibliographic Data;
- Knowledge of Cataloguing Classifications, specifically The Dewey Decimal System (DDC);
- Experience working with various Metadata Standards such as Resource Description and Access (RDA); Metadata Object Description Schema (MODS);
- Prior working experience in a national and/or international criminal or hybrid court;
- International experience;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0005	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Public Information and Communication Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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, speeches, talking points, web material, etc.;
- 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 be involved in the social media aspects of the Kosovo Specialist Chambers (KSC);
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- 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 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

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

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0007	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of Human Resources Unit.

**Main Tasks and Responsibilities:**

- To assist in the drafting of essential policies, documentation and reports related to the Human Resources Unit;
- To carry out background research and assist in the Human Resources related projects;
- To assist in the compilation of data and production of Excel reports and charts;
- To assist in the maintenance of the filing and archiving system;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- 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-organized and able to multi-task;
- Proficient in Microsoft Office applications, particularly in Excel;
- Multicultural understanding.

Desirable

- International experience;
- Legal background;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0008	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of Procurement Unit.

**Main Tasks and Responsibilities:**

- To assist the Procurement Unit in the performance of its duties deriving from daily work;
- To assist with processing procurement case files (conduct market research and vendor sourcing, document drafting, information analysis);
- To prepare minor purchasing files;
- To perform relevant project or system improvement tasks;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- 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 study should be Business Studies or Public Administration, Economics, Finance, or Commercial Law related to Procurement and Contracting, Supply Chain Management, Commercial Contract or International Trade Law, Industrial Design or Engineering, or any other related area;
- Excellent communication skills coupled with proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Effective numerical skills;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in standard desktop ICT technology and applications, such as Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0009	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Facility Management and General Services Unit.

### Main Tasks and Responsibilities:

- To work in collaboration with the Head of Facility Management and General Services Unit to produce detailed working drawings, specifications and associated terms of reference for internal procurement processes;
- To use IT in design and project management, specifically using computer-aided design software;
- To make research of various topics;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- A completion of a minimum of three (3) years of studies corresponding to a Bachelor's Degree with a specialisation in Architecture/Engineering;
- Knowledge of the functioning of the EU;
- Knowledge of Dutch language;
- Proficient in AutoCad;



<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0010	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Ombudsperson's Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Legal Officer of the Ombudsperson's Office.

**Main Tasks and Responsibilities:**

- To conduct legal research and analysis of legal issues deriving from the daily work of the Office. Research domestic, European and international law issues, with particular emphasis on relevant Human Rights Law instruments;
- To assist in the drafting of legal memoranda and other documents relating to the office's mandate, as requested by the Legal Officer;
- To assist in the organization, management and registration of internal filings;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- 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 Law, with specialization in Human Rights or International Criminal Law;
- 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- A postgraduate, who has graduated from the University;
- International experience;
- Experience with independent human rights monitoring bodies;
- Knowledge of the functioning of the EU;
- Good understanding of the political, cultural, legal and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern (IT Service Management)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0011.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Information Technology Services Unit.

### Main Tasks and Responsibilities:

Under the supervision of the Supervisor

- To assist in customizing the IT Service Management tools of the Kosovo Specialist Chambers (KSC) towards the IT Service Management processes of the KSC by
  - Assessing the IT Service Management architecture and process,
  - Redesigning, documenting and visualizing service processes,
  - Interviewing stakeholders,
  - Defining workflows,
  - Designing screens,
  - Integrating signature pads,
  - Adding messaging and alerting,
  - Collecting statistics on usage and performance and
  - Documenting processes;
- To assist in building a service catalogue and defining its invocation and service levels;
- To assess new service technologies, tools and architectural concepts of interest to the KSC;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

Essential

- 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 proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- A completion of minimum of three (3) years of studies corresponding to a Bachelor's degree with a specialisation in IT or Process Management or any other related area;
- International experience;

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

<b>Position:</b> Intern	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2019-0012	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> Dec 2019-Mar 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of the Finance and Budget Unit.

**Main Tasks and Responsibilities:**

- To assist in the drafting of essential policies and documents for accounting, financial and budgeting processes in line with relevant existing internal and EU rules, legal instruments and relevant instructions;
- To assist in the preparation of the necessary materials and provision of training to relevant actors on proposed policies;
- To produce high quality outputs within the agreed deadlines;
- To report on a regular basis on the progress and status of the assignment(s) and to plan accordingly;
- To perform any other related tasks as requested by the Supervisor and his/her delegate.

**Education and Experience:**

Essential

- 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 Law, Public Administration, Economics, Finance or any other related area;
- Excellent communication skills, coupled with 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-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- A completion of minimum of three (3) years of studies corresponding to a Bachelor's degree;
- Knowledge of the functioning of the EU and applicable EU financial rules and related policies;
- Work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.