

<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.