

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