

Position: Intern	Employment Regime: Internship	
Ref. number: I-2019-0012	Location: The Hague, the Netherlands	Availability: Dec 2019-Mar 2020
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget 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 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.