

<b>Position:</b> Intern within the Information Governance Office (IT Security)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0004.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<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 - Police record required	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to 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 elaborate on the controls against unauthorised access to systems, networks, and data;
- To research on 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 Information Security Management System 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.

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

**Desirable Qualifications and Experience:**

- 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.