

<b>Position:</b> Intern within the Information Governance Office (Library)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0004.2	<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	<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 and Records Management Advisor through the Information and Records Management Officer.

### Main Tasks and Responsibilities:

- To support the Information Governance/Library 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.

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

### Desirable Qualifications and Experience:

- 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.