

<b>Position:</b> Intern within the Human Resources Unit (Staff Administration)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0007.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<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 Human Resources Officer.

#### **Main Tasks and Responsibilities:**

- To assist in the drafting of essential policies, documentation and reports related to the Human Resources Unit;
- To assist in revamping the currently used online systems;
- To carry out background research and assist in the Human Resources related projects;
- To assist in the compilation of data and production of Excel reports and charts;
- To assist in the maintenance of the filing and archiving system;
- 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 Business Management, Public Administration, Information Technology, Human Resources Management or any other related area;
- Excellent communication skills coupled with a high-level proficiency in oral and written English;
- Excellent drafting skills;
- Self-motivated and committed to continuous learning;
- Well-organised and able to multi-task;
- Proficient in Microsoft Office applications, particularly in Excel;
- Multicultural understanding.

#### **Desirable Qualifications and Experience:**

- International experience;
- IT background; SharePoint experience
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.