

Position: Intern within the Immediate Office of the Specialist Prosecutor / Operational Support Team	Employment Regime: Internship	
Ref. number: I-2021-0001.1	Location: The Hague, the Netherlands	Availability: 21 March 2022
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor /Operational Support Team	Security Clearance Level: No Personnel Security Clearance is needed - Police record required	Open to Contributing Third States: Yes

Reporting Line:

The Intern reports to the Senior Operational Support Officer.

Main Tasks and Responsibilities:

- To assist the Senior Operational Support Officer with projects and tasks that contribute to the SPO being able to achieve its objectives;
 - administrative, budgetary and financial projects and coordination as allocated;
 - preparation of financial forms and the internal tracking of related documentation;
 - business initiatives that maximise the efficiency of workflows, systems, forms, and files used for SPO planning operations;
 - logistical support required for the coordination of SPO events, meetings, space allocations and/or trainings;
 - support with respect to systems used in the SPO for planning operations.
- To perform any other related tasks as requested by the supervisor and his/her delegate.

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 Administration, Human Resources Management, Finance, IT, Communications, Political Science 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-organised and able to multi-task;
- Proficient in Microsoft Office applications in particular high level Excel skills and willing to learn other software programmes utilised by the Specialist Prosecutor's Office;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

- Project management or IT certifications/qualifications;
- Practical experience working in an international organisation;
- Knowledge of administrative processes and/or rules and functioning of the EU.