

Position: Intern within the Information Governance Office (Information Management and Library)	Employment Regime: Internship	
Ref. number: I-2021-0004.2	Location: The Hague, the Netherlands	Availability: 21 March 2022
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance	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 Information and Records Management Officer.

Main Tasks and Responsibilities:

- To support the Information Governance/Library in fulfilling the Information, Records, Archives and Library Services;
- To support the registration of Information Assets.
- To engage in design of Information Systems that support Information, Records and Archives Management.
- To support Information, Records and Archives Management special projects.
- 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 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, Information Technology 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;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

- Prior experience in Library or Information Management roles;
- Microsoft SharePoint experience;
- 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.