

<b>Position:</b> Intern within the Human Resources Unit (Policy/Projects)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2021-0007.3	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 21 March 2022
<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 Head of Human Resources Unit.

### Main Tasks and Responsibilities:

- To research on best practices and standards of other international organisations for the preparation of policy analysis in Human Resources related areas;
- To assist in the drafting of policies, documentation and reports related to the Human Resources Unit;
- To carry out background research and assist in the Human Resources related projects;
- To assist in the compilation of data and production of HR reports and statistics;
- To assist with administrative tasks of the Unit, such as filing and archiving, information collection, analysis and reporting;
- 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, detail-oriented and able to multi-task;
- Proficient in Microsoft Office applications, particularly in Excel;
- Ability to adapt to multicultural and multilingual working environments.

### Desirable Qualifications and Experience:

- Knowledge of HR Policy, Performance Management, Learning and Development and HR analytics;
- Legal background;
- Experience in analysing large amounts of data and compiling accurate reports;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.