

Position: Intern within the Human Resources Unit (Policy/Projects)	Employment Regime: Internship	
Ref. number: I-2022-0007.3	Location: The Hague, the Netherlands	Availability as of: October 2022
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	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 Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To research on international best practices and standards of other 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.