

<b>Position:</b> Intern within the Procurement Unit	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2022-0008	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> October 2022
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Procurement 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 Procurement Unit.

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

- To assist the Procurement Unit in the performance of its duties deriving from daily work;
- To assist with processing procurement case files (conduct market research and vendor sourcing, document drafting, information analysis);
- To prepare minor purchasing files;
- To perform relevant project or system improvement tasks;
- To assist with administrative support 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 and in this instance, the field of Supply Chain Management or commercial contracting;
- The field of study should be Business Studies, Public Administration, Economics, Finance, or Commercial Law related to Procurement and Contracting, Supply Chain Management, Commercial Contract or International Trade Law, Industrial Design, any field of Engineering, or any other related area;
- Excellent communication skills coupled with proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Effective numerical skills;
- Self-motivated and committed to continuous learning;
- Well-organised and able to multi-task;
- Proficient in standard desktop ICT technology and applications, such as Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments.

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

- Previous experience working in an international environment;
- Knowledge of the functioning of the EU.