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| <b>Position:</b><br>Intern within the Information Technology Services Unit (Compliance Services)  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2022-0011.1  | <b>Location:</b><br>The Hague, the Netherlands   | <b>Availability:</b><br>October 2022             |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Information Technology Services Unit | <b>Security Clearance Level:</b><br>No Personnel Security Clearance is needed - Police record required | <b>Open to Contributing Third States:</b><br>Yes |

The Information Technology Services Unit (ITSU) provides the IT infrastructure, cyber, applications, and courtroom & broadcast technology.

#### **Reporting Line:**

The Intern reports to the Head of Information Technology Services Unit.

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

- To assist ITSU in projects, such as:
  - Review of privacy, retention and judicial policies on their impact on ITSU, services and data;
  - Keeping track of external audits recommendations and monitoring the agreed actions/deadlines implementations;
  - Meeting with internal clients to conduct business requirement interviews;
  - Review of Terms of References and contracts;
  - Research on regulatory frameworks and their adaption to the KSC;
  - Support in events;
- 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;
- Excellent communication skills coupled with a high-level proficiency in oral and written English;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments.

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

- A completion of minimum of three (3) years of studies corresponding to a Bachelor's degree with a specialisation in Service Delivery, Privacy, IT, Cyber, Business Administration IT, Audit, or any other related area;
- Previous experience in an international environment.