

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office Internship Call for Contributions (CfC) 1-2023

Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office		
Job Location:	The Hague, the Netherlands		
Employment Regime:	Internship		
Vacancy Notice:	Ref. number	Position	Availability as of
	I-2023-0001.1	Intern within the Immediate Office of the Specialist Prosecutor / Operational Support Team	April 2023
	I-2023-0001.2	Intern within the Specialist Prosecutor's Office	April 2023
	I-2023-0001.3	Intern within the Specialist Prosecutor's Office / Communication and Information Systems	April 2023
	I-2022-0002	Intern within the Court Management Unit	April 2023
	I-2023-0003.1	Intern within the Immediate Office of the Registrar	April 2023
	I-2023-0003.2	Intern within the Victims' Participation Office or Defence Office or Chambers Legal Support Unit	April 2023
	I-2023-0004.2	Intern within the Information Governance Office	April 2023
	I-2023-0005	Intern within the Public Information and Communication Unit	April 2023
	I-2023-0007.1	Intern within the Human Resources Unit (Recruitment)	April 2023
	I-2023-0007.3	Intern within the Human Resources Unit (Staff Administration)	April 2023
	I-2023-0008	Intern within the Procurement Unit	April 2023

	I-2023-0010	Intern within the Ombudsperson's Office	April 2023
	I-2023-0011.1	Intern within the Information Technology Services Unit (Compliance Services)	April 2023
	I-2023-0011.2	Intern within the Information Technology Services Unit (Cyber)	April 2023
	I-2023-0012	Intern within the Language Services Unit	April 2023
	I-2023-0013	Intern within the Finance and Budget Unit	April 2023
Deadline for Applications:	10 March 2023 at 17:00 hours (Brussels time)		
Applications must be submitted:	<p><u>1. For Internship applicants from the EU Member States:</u></p> <p>The Internship Application Form, including its Addendum (Annex 3 to be filled in manually and uploaded), shall be submitted via one of the following links:</p> <p>1.1. For Internship applicants supported by their EU Member State (“seconded” status):</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>1.2. For Internship applicants from EU Member States applying directly to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office (“contracted” status):</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p><u>2. For Internship applicants from the Third Contributing States:</u></p> <p>The Internship Application Form (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, shall be sent to one of the following email addresses only:</p> <p>2.1. For Internship applicants supported by their Third Contributing State (“seconded” status):</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) schr@eeas.europa.eu</p> <p>2.2. For Internship applicants from the Third Contributing States applying directly to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office (“contracted” status):</p> <p style="text-align: center;">internship@scp-ks.org</p> <p>Only one Internship Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>		

Information:	<p>For additional information from National Authorities, please contact:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Ms Ellen M. Harmsen schr@eeas.europa.eu Mobile: +32 46084 2209</p>
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Internship – Interns are undergraduates or postgraduates, in particular a) students, b) young professionals, who recently graduated from University and c) professionals who have graduated from University and who will use the experience of the Internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

The Kosovo Specialist Chambers and Specialist Prosecutor’s Office provides Interns with a practical and educational experience whereby they learn about the work of the units to which they are assigned, and assist the staff members of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in discharging their duties. The Kosovo Specialist Chambers and Specialist Prosecutor’s Office affords Interns the opportunity to develop a more profound understanding of the organization and its mandate.

Duration of Internship – The duration of Internship shall normally not exceed six (6) months. Applicants are expected to be available for the full duration of the Internship.

Financial Arrangements – Internships at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office are not remunerated. Interns will normally be granted a Living Allowance of € 750 per month. It is the Intern’s own responsibility to ensure whether a Living Allowance, paid by the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, is taxable in his/her home country.

Health Insurance – For Interns, to whom the Kosovo Specialist Chambers and Specialist Prosecutor’s Office grants a Living Allowance, the Kosovo Specialist Chambers and Specialist Prosecutor’s Office shall arrange for and pay for an adequate health insurance which shall be valid during the period of Internship.

A. Essential Requirements

Citizenship – Citizenship of an EU Member State or of a Contributing Third State¹.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss of any information or a document as a result of an access to the information related to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities.

Security clearance - No personal security clearance is required, as the Interns will have no access to classified material. The selected candidates shall present a valid Criminal Record Check or a Certificate of Good Conduct, which is not older than six (6) months.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Language Skills – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

¹ Canada, Norway, Switzerland, Turkey and the United States of America

Health – The candidates must be physically and mentally fit and in good health. A selected candidate must submit a Medical Certificate (in English and not older than six (6) months) from a duly qualified medical practitioner certifying that s/he is in good health and fit to work and travel. The cost of this certificate or any related medical examinations, if applicable, is to be borne by the candidate.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Education – 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 scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

B. Desirable Requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards.

Knowledge of the Balkans Area – The candidates should have a good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

Language – Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian and/or Albanian) is an asset.

C. Essential Documents for Selected Candidates

Education – A certified copy of the University Degree or alternatively, if enrolment is sufficient, a certified copy of a document showing the courses attended at University. Furthermore, certified copies of any other requirements laid down in the relevant vacancy announcement.

Passport – The selected candidates must have a passport from their respective National Authorities.

Visas – The selected candidates shall present a valid visa, if required (for non-EU nationals). The Kosovo Specialist Chambers and Specialist Prosecutor's Office shall, upon request, provide the candidates with a declaration that they are accepted as Interns at the Kosovo Specialist Chambers and Specialist Prosecutor's Office, subject to fulfilment of the requirements in the CfC for the purposes of obtaining a visa.

Police Record Check/Certificate of Good Conduct – The selected candidates shall present a valid Police Record Check or a Certificate of Good Conduct, which is not older than six (6) months.

Medical Certificate – The selected candidates should provide a recent Medical Certificate (in English) from a duly qualified medical practitioner certifying that they are in good health and fit to work and travel, which is not older than six (6) months.

D. Additional Information on the Selection Process

Selection Process – The candidates considered to be the most suitable will be shortlisted and, if needed, interviewed by Zoom video or by phone before the final selection is made. The evaluation of qualified candidates may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, a candidate may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutors Office may contact the candidate for clarification and follow-ups.

Information on the Outcome – The candidates will be informed about the outcome of the selection process after its completion.

E. Data Protection

The EEAS and its Directorate CPCC process personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

Position: Intern within the Immediate Office of the Specialist Prosecutor / Operational Support Team	Employment Regime: Internship	
Ref. number: I-2023-0001.1	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor /Operational Support Team	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 Senior Operational Support Officer (Administration).

Main Tasks and Responsibilities:

- To assist the Senior Operational Support Officer (Administration) with projects and tasks that contribute to the SPO being able to achieve its objectives;
 - administrative, budgetary, financial or other relevant projects and coordination as allocated;
 - preparation of financial forms and the internal tracking of related documentation;
 - business initiatives that maximise the efficiency of workflows, systems, forms, and files used for SPO planning operations;
 - logistical support required for the coordination of SPO events, meetings, space allocations and/or trainings;
 - support with respect to systems used in the SPO for planning operations.
- To perform any other related tasks as requested by the supervisor and his/her delegate.

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 Administration, Human Resources Management, Finance, IT, Communications, Political Science or any other related area;
- Excellent communication skills, coupled with a high-level proficiency in oral and written English;
- Excellent 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 in particular high level Excel skills and willing to learn other software programmes utilised by the Specialist Prosecutor's Office;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- Project management or IT certifications/qualifications;
- Practical experience working in an international organisation;
- Knowledge of administrative processes and/or rules and functioning of the EU.

Position: Intern within the Specialist Prosecutor's Office	Employment Regime: Internship	
Ref. number: I-2023-0001.2	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Specialist Prosecutor's Office	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 Internship Supervisor as assigned by the Specialist Prosecutor.

Main Tasks and Responsibilities:

- To conduct in-depth legal research and analysis of legal issues deriving from the daily work of the Specialist Prosecutor's Office (SPO). Research into domestic law issues, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in conducting document and evidence searches, review and analysis, including the analysis of testimonies, statements and documents, and to produce summaries when required;
- To assist in the preparation of legal memoranda and other documents, as requested by the Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To assist in court proceedings as necessary;
- To assist with document management, including disclosure;
- To perform any other related tasks as requested by the supervisor and his/her delegate.

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 Law, Political Science or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent 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 and willing to learn other software programmes utilised by the Specialist Prosecutor's Office;
- Ability to maintain confidentiality;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience

- Previous experience in an international environment;
- Practical experience working within a national judicial system;
- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian and/or Albanian) will be considered a strong asset;
- Knowledge of international criminal law, international humanitarian law, or international human rights law;

- Knowledge of the functioning of the EU;
- Understanding of the historical, political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Communication and Information Systems (CIS) Team	Employment Regime: Internship	
Ref. number: I-2023-0001.3	Location: The Hague, the Netherlands	Availability: April 2023
Component/Department/Unit: Specialist Prosecutor's Office/ Communication and Information Systems 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 Senior CIS Officer.

Main Tasks and Responsibilities:

- To assist SPO with non-judicial information system & management projects, such as:
 - Redesign of user interface/user experience and setting SPO standards for user interfaces;
 - Meeting with internal clients to conduct business requirement interviews;
 - Conduct market researches;
 - Review of Terms of References and contracts;
 - Work with SharePoint, Teams and other Microsoft information sharing technologies;
 - Support in events, including teleconferencing 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;
- Self-motivated and committed to continuous learning;
- Well-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to maintain confidentiality;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

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

Position: Intern within the Court Management Unit	Employment Regime: Internship	
Ref. number: I-2023-0002	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/Court Management 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 Court Management Unit.

Main Tasks and Responsibilities:

- To conduct legal and administrative research on matters in relation to court practices and court administration;
- To assist staff of the Court Management Unit with ad-hoc projects, draft reports and conduct statistical analysis as required;
- To assist with the migration of records into an electronic database;
- To assist in updating and maintaining the user guide of the electronic court management system;
- To carry out other tasks in line with the operational needs of the Unit;
- 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 Public International Law, Criminal Law, Public Administration, or any other related area;
- Excellent communication skills, coupled with a high-level proficiency in oral and written English;
- Excellent 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 with respect to diversity.

Desirable Qualifications and Experience:

- Completion of a minimum of three (3) years of studies corresponding to a Bachelor's degree with specialisation in Law or Political Sciences;
- Interest in project management;
- Previous experience in an international environment;
- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Immediate Office of the Registrar	Employment Regime: Internship	
Ref. number: I-2023-0003.1	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	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 Internship Supervisor as assigned within the Immediate Office of the Registrar.

Main Tasks and Responsibilities:

- To conduct legal research and analyse legal issues deriving from the daily work of the respective unit, including in the areas of international human rights law, public and private international law, international criminal law, and international administrative law, including the institutional law of international organisations, as required by the relevant Unit;
- To assist in the preparation of legal and information memoranda and other materials related to the work of the Unit;
- To assist in preparing briefing materials, drafting communications, and taking meeting minutes;
- 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 of proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Flexible, well-organised, and able to multi-task and adapt to changing priorities;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- Law as field of studies;
- Previous experience in an international environment;
- Knowledge of international human rights law, public and private international law, international criminal law, or international administrative law, including the institutional law of international organisations or of the European Union;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Victims' Participation Office or Defence Office or Chambers Legal Support Unit	Employment Regime: Internship	
Ref. number: I-2023-0003.2	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/Judicial Services Division/Victims' Participation Office or Defence Office or Chambers Legal Support 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 Internship Supervisor as assigned by the relevant Head of Unit.

Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the respective Unit;
- To conduct research into domestic law, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organisations, as required by the relevant unit;
- To assist in the preparation of (legal) memoranda and other documents;
- To assist by preparing briefings and taking minutes;
- 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 Law;
- Excellent communication skills, coupled with a high-level proficiency in oral and written English;
- Excellent 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 with respect to diversity.

Desirable Qualifications and Experience:

- Previous experience in an international environment;
- Knowledge of international criminal law, international humanitarian law, public international law, international or European human rights law or the institutional law of international organisations or of the European Union;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Information Governance Office	Employment Regime: Internship	
Ref. number: I-2023-0004.2	Location: The Hague, the Netherlands	Availability: April 2023
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 function in fulfilling the Information, Records, Archives, Information Security and Library Services;
- To assist in design and implementation of Information Systems relating to Information, Records and Archives Management;
- To process Information Security related requests;
- To support the Information Security training platform and responding to trouble-shooting requests;
- To support Information, Records and Archives Management special projects;
- To support processing of the Library tasks, including cataloguing, shelving, circulation and research enquiries;
- To support financial and contractual circuit for Information Governance related services;
- To update the Information Governance intranet pages;
- 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 with respect to diversity.

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;
- Previous experience in an international environment;
- 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.

Position: Intern within the Public Information and Communication Unit	Employment Regime: Internship	
Ref. number: I-2023-0005	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication 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 Public Information and Communication Unit.

Main Tasks and Responsibilities:

- To provide inputs in drafting and editing of texts;
- To collect material for various public information products;
- To assist in various outreach and event management activities;
- To conduct media monitoring and analysis;
- To conduct research of various topics and maintain unit's databases;
- To assist with administrative tasks of the unit in particular in regards to procurement and finance;
- 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;
- The field of studies should preferably be Law, but can also be Media, Journalism, Political Sciences, International Relations or any other related area;
- Excellent communication skills, coupled with a high-level proficiency in oral and written English;
- Excellent 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 with respect to diversity.

Desirable Qualifications and Experience:

- Previous experience in an international environment;
- Knowledge of and interest in international criminal courts, transitional justice and international relations;
- Experience in institutional outreach and social media activities;
- Knowledge of the functioning of the EU;
- Knowledge of Serbian and/or Albanian language;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo and Serbia.

Position: Intern within the Human Resources Unit (Recruitment)	Employment Regime: Internship	
Ref. number: I-2023-0007.1	Location: The Hague, the Netherlands	Availability as of: April 2023
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 Human Resources Officer in Recruitment.

Main Tasks and Responsibilities:

- To assist in drafting and processing of internal documents;
- To assist in recruitment-related projects;
- To assist in search, review, analysis and compilation of relevant data and preparation of reports;
- To assist in maintenance of internal filing and archiving 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 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 with respect to diversity.

Desirable Qualifications and Experience:

- Experience in analysing complex 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.

Position: Intern within the Human Resources Unit (Staff Administration)	Employment Regime: Internship	
Ref. number: I-2023-0007.3	Location: The Hague, the Netherlands	Availability as of: April 2023
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 Deputy Head of Human Resources or the Human Resources Officer in Staff Administration.

Main Tasks and Responsibilities:

- To carry out background 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 assist in maintenance of data related to Staff Administration;
- To assist in the compilation of data and production of Staff Administration's reports and statistics;
- To assist with administrative tasks, 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 with respect to diversity.

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;
- Previous experience in an international environment;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Procurement Unit	Employment Regime: Internship	
Ref. number: I-2023-0008	Location: The Hague, the Netherlands	Availability: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement 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 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 Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

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

Position: Intern within the Ombudsperson's Office	Employment Regime: Internship	
Ref. number: I-2023-0010	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Ombudsperson's Office	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 Legal Officer of the Ombudsperson's Office.

Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the Office. Research domestic, European and international law issues, with particular emphasis on relevant Human Rights Law instruments;
- To assist in drafting the legal memoranda and other documents relating to the office's mandate;
- To assist in the organisation, management and registration of internal filings;
- 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 Law, with specialisation in Human Rights or International Criminal Law;
- Excellent communication skills coupled with a high-level proficiency in oral and written English;
- Excellent 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 with respect to diversity.

Desirable Qualifications and Experience:

- A postgraduate, who has graduated from the University;
- Previous experience in an international environment;
- Experience with independent human rights monitoring bodies;
- Knowledge of the functioning of the EU;
- Good understanding of the political, cultural, legal and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Information Technology Services Unit (Compliance Services)	Employment Regime: Internship	
Ref. number: I-2023-0011.1	Location: The Hague, the Netherlands	Availability: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services 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 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, its services and data;
 - Document and information management projects;
 - Tracking audit recommendations and monitoring 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 with respect to diversity.

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.

Position: Intern within the Information Technology Services Unit (Cyber)	Employment Regime: Internship	
Ref. number: I-2023-0011.2	Location: The Hague, the Netherlands	Availability: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services 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 Information Technology Services Unit.

Main Tasks and Responsibilities:

- To identify and test security related tools & practices.
- To support the Information Technology Services Unit in modelling and strengthening its cyber operations/processes;
- To assist in improving the cyber universe & cloud, and to identify issues and correlations;
- To assist in incidents and response policies & actions;
- To carry out research, structure and address vulnerabilities, procedural, administrative and technical issues;
- 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 high-level proficiency in oral and written English;
- Well-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- A completion of a minimum of three (3) years of studies corresponding to a Bachelor's degree with a specialisation in IT or any other related area;
- Knowledge of the functioning of the EU;
- Previous experience in an international environment.

Position: Intern within the Language Services Unit	Employment Regime: Internship	
Ref. number: I-2023-00012	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/Judicial Services Division/Language Services 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 Language Services Unit.

Main Tasks and Responsibilities:

- To assist in conducting documentary and linguistic research and providing reference material for translators and interpreters;
- To assist with *ad hoc* terminological research and reference queries;
- To assist in updating the Language Services Unit electronic translation memory, terminology database and document management system;
- To conduct proofreading and assist with post-production of translated material;
- To assist in preparing the material needed by interpreters for court hearings;
- To assist in the compilation of data and production of statistical reports on Language Services Unit output;
- To produce draft translations and transcriptions;
- To provide ad hoc language assistance such as liaison interpreting;
- 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 Modern Languages, Interpretation or Translation Studies, Law or any other related area;
- Excellent communication skills, coupled with a high-level of proficiency in oral and written Albanian and English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Flexible, well-organised, and able to multi-task and adapt to changing priorities;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- Previous experience in an international environment;
- Knowledge of Serbian;
- Good knowledge of information technology and experience in the use of CAT tools;
- Knowledge of the functioning of the EU and a good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within the Finance and Budget Unit	Employment Regime: Internship	
Ref. number: I-2023-0013	Location: The Hague, the Netherlands	Availability as of: April 2023
Component/Department/Unit: Kosovo Specialist Chambers/Judicial Services Division/Language Services 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 Internship Supervisor as assigned by the Head of the Finance and Budget Unit.

Main Tasks and Responsibilities:

- To assist in the drafting of essential policies and documents for accounting, financial and budgeting processes in line with relevant existing internal and EU rules, legal instruments and relevant instructions;
- To assist in the preparation of the necessary materials and provision of training to relevant actors on proposed policies;
- To produce high quality outputs within the agreed deadlines;
- To report on a regular basis on the progress and status of the assignment(s) and to plan accordingly;
- To perform any other related tasks as requested by the Supervisor or his/her delegate.

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 Law, Public Administration, Economics, Finance or any other related area;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- A completion of minimum of three (3) years of studies corresponding to a Bachelor's degree;
- Knowledge of the functioning of the EU and applicable EU financial rules and related policies;
- Experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- Previous experience in an international environment;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.