



Vacancies and Job Descriptions

Division/1st Level Department	Department/Unit	Region	Position Reference	Position Title	Vacancies
Office of the Head of Mission	Press and Public Information Office	Pristina	IEKLS 003	Intern within the Press and Public Information Office	1
Monitoring Pillar	Case Monitoring Unit	Pristina	IEKLS 005	Intern within the Case Monitoring Unit	1
Mission Support Department	Medical Unit	Pristina	IEKLS 006	Intern within the Medical Unit	1
Operations Support Pillar	Forensic Medicine Team	Pristina	IEKLS 008	Intern within the Forensic Medicine Team	1

Title: **Intern within the Press Office**

Ref. no: **IEKLS 003**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of Press and Public Information Office/Spokesperson.

Main Tasks and Responsibilities:

- To facilitate and assist the Press and Public Information Office in creating and promoting a positive and transparent public image of EULEX KOSOVO through various channels and outreach activities;
- To contribute to the design and execution of outreach activities and public information campaigns for the Mission;
- To disseminate internal information and materials to Mission members;
- To assist in preparation of press conferences and media events;
- To assist in developing and maintaining the EULEX KOSOVO website and social media channels;
- To perform any other related tasks as requested by the Head of the Press and Public Information Office/Spokesperson.

Education and experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Journalism, Communications, Political Sciences, Law, Social Sciences or in any other relevant field;
- Maximum two (2) years of relevant professional experience, after completion of minimum educational requirements;
- Excellent drafting, interpersonal and communication skills;
- Very good oral and written command of English;
- Excellent oral and written command of Albanian and/or Serbian;
- Be able to work in a sometimes stressful and demanding environment;
- High motivation;
- Proficient in Microsoft Office applications and social media platforms;
- Good knowledge of the functioning of the EU and in particular CSDP Missions;
- Good diplomatic, representation and negotiation skills;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural environment.

Desirable

- Enrolment in further studies in the above-mentioned areas, leading towards a Master's or Doctorate, or equivalent;
- Knowledge of graphic design software;

Title: **Intern within the Case Monitoring Unit**

Ref. no: **IEKLS 005**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of Case Monitoring Unit (CMU).

The EULEX CMU monitors selected cases and trials in the Kosovo justice system. The unit is focusing on cases which were dealt with by EULEX under its previous mandate and were handed over to the local judiciary, as well as other cases that may affect Kosovo's European path.

The monitoring tasks of the CMU include assessing the functioning of the Kosovo judiciary in terms of procedural law, material law and human rights compliance at the entire chain of the criminal justice system, namely on police, prosecutorial and judicial level.

Main Tasks and Responsibilities:

- To coordinate with Mobile Monitors and Thematic Lead Monitors in order to:
 - participate in the monitoring activities of selected criminal and civil cases;
 - report on monitoring activities and assess the performance of the justice system against domestic law and international human rights standards;
- To assist in the preparation and drafting of weekly reports and other papers;
- To perform research and analysis of legal problems and/or other issues, both at the level of Kosovo national legislation and at the level of the *acquis* of the European Union;
- To liaise and communicate with external or internal counterparts, as instructed;
- To attend internal meetings, seminars, round tables, workshops or working groups on topics related to the CMU;
- To organise, take minutes of and follow up on possible action points from various meetings;
- To perform any other tasks, as requested by the Head of the CMU.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law;
- Maximum two (2) years relevant professional experience, after completion of minimum educational requirements;
- Very good oral and written command of English;
- Excellent oral and written command of Albanian and/or Serbian;
- Proficient in Microsoft Office Applications;
- Ability to work in a sometimes stressful and demanding environment;
- High motivation;
- Strong note-taking skills and ability to produce accurate meeting minutes;
- Excellent drafting skills and ability to structure written material effectively;



- Good organisation skills and ability to multi-task;
- Ability to establish and maintain effective working relationships within a team in a multi-cultural environment;
- Knowledge of the justice system in Kosovo.

Desirable

- Enrolment in further studies in the above, leading towards a master's or doctorate degree, or equivalent;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of the official languages in Kosovo;
- Knowledge of international and regional human rights instruments and institutional mandates such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Experience with international organisations.

Title: **Intern within the Medical Unit**

Ref. no: **IEKLS 006**

Region: **Pristina**

Reporting Line:

The intern reports to the Chief of Medical Unit.

Main Tasks and Responsibilities:

- To assist the medical staff in performing the routine work in the out-patient clinic, emergency room and mobile medical services, according to her/his level of education and professional experience;
- To provide medical care under supervision, according to her/his level of competencies;
- To support duties in the reception area, assist in collection of medical data and prepare medical statistic and reports.
- To assist and contribute to the medical training programs delivered by the EULEX medical staff;
- To treat patients fair and equal regardless of ethnical background;
- To understand and respect the patient confidentiality;
- To undertake any other task requested by the Chief of Medial Unit.

Education and Experience:

Essential

- Completion of minimum three years of university studies corresponding to a Bachelor's degree in Medical Sciences, or other relevant degree;
- Maximum of two (2) years of relevant work experience, after completion of educational requirements;
- Very good oral and written command of English;
- Excellent oral and written command of Albanian and/or Serbian;
- Proficient in Microsoft Office Applications;
- Be able to work in a sometimes stressful and demanding environment;
- High motivation;

Desirable

- Knowledge of emergency medicine and general medicine practice;
- Enrolment in further studies in the above mentioned-areas;
- Previous experience or knowledge in collection and statistic interpretation of medical data;
- Experience in working in a diverse working environment;
- Knowledge of the functioning of the EU and in particular CSDP Missions;

Title: **Intern within the Forensic Medicine Team**

Ref. no: **IEKLS 008**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of the EULEX Forensic Team/Deputy Director of the Kosovo Institute of Forensic Medicine.

Main Tasks and Responsibilities:

The intern's main tasks and responsibilities are:

- Assist the forensic staff in performing the routine work in the field of missing persons at the Kosovo Institute of Forensic Medicine, according to her/his level of education and professional experience;
- Support duties in the forensic anthropology laboratory, including assisting in the preparation of human remains for examination and documentation of findings;
- Assist and contribute to the organization and compilation of relevant data related to missing persons cases;
- Assist the forensic staff in the preparation of selected meetings with local counterparts at the Kosovo Institute of Forensic Medicine;
- Understand and respect the confidentiality of cases;
- Undertake any other task requested by the Head of the EULEX Forensic Team.

Education and Experience:

Essential

- Completion of minimum three years of university studies corresponding to a Bachelor's degree in Medical Sciences, or other relevant degree;
- Maximum two (2) years of relevant work experience, after completion of educational requirements;
- Very good oral and written command of English;
- Excellent oral and written command of Albanian and/or Serbian;
- Computer literacy;
- Be able to work in a sometimes stressful and demanding environment;
- High motivation

Desirable

- Knowledge of forensic medicine or other related sciences;
- Previous experience or knowledge in collection and sorting of relevant data;
- Experience in working in a diverse working environment;
- Knowledge of the functioning of the EU and in particular CSDP Missions.