

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 – Requirements and Job Descriptions

| <p align="center">European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2024 Call for Contributions for the Internship Scheme</p> | | | | |
|--|---|---|------------------------|---------------------|
| Organisation: | European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) | | | |
| Job Location: | Western Balkans Region (Kosovo) | | | |
| Employment Regime: | Internship | | | |
| Job Titles/Vacancy Notice: | Ref. | Name of the post | Total Vacancies | Available on |
| | IEK-0003 | Intern within the Forensic Medicine Team | 1 | 15 January 2025 |
| | IEK-0008 | Intern within the Office of the Head of Mission | 1 | 15 January 2025 |
| | IEK-0009 | Intern within the Correctional Unit | 1 | 15 January 2025 |
| Deadline for Applications: | Thursday, 14 November, 17:00 hrs CET (Brussels time) | | | |
| How to apply: | <p>1) You have the nationality of an EU Member State, you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper and you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) Sponsored and direct candidates from Contributing Third States should use the standard application form for intern applicants (Annex 2). It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</p> <p>The completed application form should be sent to the following email: internship@eulex-kosovo.eu</p> | | | |

| | |
|---------------------|--|
| | <p>General aspects:</p> <p>Only one application per intern will be accepted. If more than one application is received from the same candidate, only the last one sent will be considered. Priority shall be given to the applications submitted through the national authorities.</p> <p>The interns will deploy in Pristina from 15 January 2025 to 14 June 2025.</p> |
| Information: | <p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p>Ms Susanne EVERT</p> <p>cpcc.eulexkosovo@eeas.europa.eu</p> <p>For questions from contracted candidates please contact the EULEX Human Resources Division</p> <p>HumanResources@eulex-kosovo.eu</p> |

| | | |
|---|---|--|
| Position: Intern within the Forensic Medicine Team | Employment Regime: Internship | |
| Ref. Number: IEK-0003 (1 position) | Location: Western Balkans Region (Kosovo) | Availability: 15 January 2025 |
| Component/Department/Unit: Operations Support Pillar/Forensic Medicine Team | Security Clearance Level: No Personnel Security Clearance is needed | Open to contributing third States: Yes |

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.
- Computer literacy.
- Be able to work in a sometimes stressful and demanding environment.
- High motivation

Desirable

- Knowledge of forensic medicine or other related forensic 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.

| | | |
|--|---|--|
| Position: Intern within the Office of the Head of Mission | Employment Regime: Internship | |
| Ref. Number: IEK-0008 (1 position) | Location: Western Balkans Region (Kosovo) | Availability: 15 January 2025 |
| Pillar/1st Level Department/Unit: Office of the Head of Mission | Security Clearance Level: No Personnel Security Clearance is needed | Open to contributing third States: Yes |

Reporting Line:

The Intern reports to the Head of Head of Mission Office and the Senior Political Advisor.

Main Tasks and Responsibilities:

- To assist the Head of Office in carrying out a wide range of tasks and activities within the Office as delegated.
- To gather and collate relevant information to prepare briefing materials for internal and external engagements.
- To assist in drafting relevant non-confidential correspondence and other documentation as requested by the Head of Office.
- To monitor relevant developments and issues related to the work of the Office and report to the Head of Office on a regular or ad hoc basis as instructed.
- To carry out research and analysis on issues related to the fast-evolving needs and priorities within the Office and, as much as possible, based on the intern's areas of interest.
- To attend internal and external meetings and liaise with relevant counterparts, as appropriate, with or on behalf of the Head of Office.
- To assist the Senior Political Advisor and Political Officer in the Office of the Head of Mission with different reports, Talking Points and materials.
- To carry out any other tasks to assist the Head of Office in his/her daily work as and where required.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a bachelor's degree in political sciences, Law, European Studies, International Relations, Diplomacy 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.
- Good understanding of the legal and rule of law framework, as well as the politics, culture and history of Kosovo.
- Self-motivated and committed to continuous learning.
- Multicultural understanding.
- Strong drafting and analytical skills.
- Proficient in Microsoft Office applications.

Desirable

- Enrolment in further studies in the above-mentioned areas, leading towards a Master's or Doctorate, or equivalent.
- Knowledge of the functioning of the EU and, in particular, EU Common Security and Defence Policy instruments and actors, including CSDP Missions and Operations.
- Knowledge of the international peace and security framework, actors and main issues, as well as good understanding of the mandate of international and local organisations operating in areas relevant to EULEX Kosovo's mandate in Kosovo.

| | | |
|---|---|--|
| Position: Intern within the Correctional Unit | Employment Regime: Internship | |
| Ref. Number: IEK-0009 (1 position) | Location: Western Balkans Region (Kosovo) | Availability: 15 January 2025 |
| Pillar/Department/Unit: Monitoring Pillar/Correctional Unit | Security Clearance Level: No Personnel Security Clearance is needed | Open to contributing third States: Yes |

Reporting Line:

The intern reports to the Chief of the Correctional Unit/Advisor to the Head of Kosovo Correctional Service (KCS).

The Correctional Unit (CU) monitors, mentors, and advises (MMA) the Kosovo Correctional Service (KCS) and Kosovo Probation Service (KPS). CU supports the senior management of the KCS and KPS activities in terms of leadership and management principles through MMA activities, including a continued EULEX presence in KCS facilities and KPS field offices to support the development of fair and equal treatment of prisoners and KPS clients respecting human rights and other international standards, with particular interest on rehabilitation and reintegration activities.

The MMA tasks of the CU include assessing and supporting the development of the KCS and KPS strategic approach, consulting on relevant sub-legal acts and regulatory framework, providing training & projects on areas identified requiring development towards international standards, and good practices. Furthermore, CU monitors the treatment of radicalized, non-majority, and vulnerable prisoners within the KCS facilities.

Main Tasks and Responsibilities:

In coordination with CU staff to:

- participate in the monitoring activities and field visits to the KCS facilities and KPS regional offices and report on the activities.
- assist in the preparation and drafting of reports and other documents specific to the Correctional Unit's mandate.
- perform research and analysis of detention-related topics, both at the level of Kosovo national legislation and at the level of the acquis of the European Union.
- liaise and communicate with external or internal counterparts in coordination with CU staff.
- attend and assist in internal meetings, seminars, round tables, workshops, or working groups on topics related to the KCS and KPS.
- organize, take minutes of meetings, and follow up on possible action points.
- perform any other related tasks, as instructed by the Chief of the CU.

Education and Experience:

Essential

- Completion of a minimum of three (3) years of studies corresponding to a bachelor's degree in law, criminology, or social Sciences.
- Maximum two (2) years of relevant professional experience, after completion of minimum educational requirements.
- Very good oral and written command of English.

- Computer literacy.
- Ability to work in a sometimes stressful and demanding environment.
- High motivation.
- Understanding and compliance with duty tasks related confidentiality requirements.
- 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.

Desirable

- Enrolment in further studies in the above, leading towards a master's or doctorate degree, or the equivalent.
- Knowledge of the functioning of the EU and in particular CSDP Missions.
- Knowledge of the justice system in Kosovo in relation to corrections and probation.
- 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.