

Vacancies and Job Descriptions

Division/1st Level Department	Department/Unit	Region	Position Reference	Position Title	Vacancies
Office of the Head of Mission	Office of the Head of Mission	Pristina	IEKLS 001	Intern within the Head of Mission Office	1
Office of the Head of Mission	Office of the Head of Mission	Pristina	IEKLS 002	Intern/Gender Mainstreaming	1
Office of the Head of Mission	Press and Public Information Office	Pristina	IEKLS 003	Intern within the Press and Public Information Office	1
Office of the Chief of Staff	Planning Reporting and Evaluation Section	Pristina	IEKLS 004	Intern within the Project Cell	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
Office of the Chief of Staff	Human Resources Division	Pristina	IEKLS 007	Intern within the Human Resources Division-Training	1

Title: **Intern within the Head of Mission Office**

Ref. no: **IEKLS 001**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of the Head of Mission Office.

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 assist in implementing small-scale projects under the responsibility of the Office and other ad hoc projects as requested;
- 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 Human Rights Advisor in the Head of Mission's office in the development of materials and tools for mainstreaming human rights in the implementation of the Mission's mandate;
- 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 university studies corresponding to a Bachelor's degree in Political Sciences, Law, European Studies, International Relations or any other related fields;
- Maximum of two (2) years of relevant work experience, after completion of minimum educational requirements;
- 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;
- Experience in drafting, structuring and tailoring written materials;
- Good communication skills;
- Very good written and oral command of English;
- Excellent oral and written command of Albanian and/or Serbian;
- Well-organized and able to multi-task;
- 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.

Title: **Intern/Gender Mainstreaming**

Ref. no: **IEKLS 002**

Region: **Pristina**

Reporting Line:

The intern reports to the Gender Advisor who is a member of the Office of the Head of Mission.

Main Tasks and Responsibilities:

- To assist in reviewing gender mainstreaming activities of EULEX KOSOVO;
- To support the Gender Advisor in the coordination of the gender focal-points network;
- To carry out an individual research-based task related to the Mission's mandate and gender mainstreaming in consideration of the intern's area of interest;
- To assist the Gender Advisor in promoting external and internal gender-related activities of EULEX KOSOVO;
- To assist the Gender Advisor by preparing reports, briefings, memos and taking minutes;
- To support the Gender Advisor in the implementation of the Mission's mandate as and where required.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Gender Studies, Human Rights, Law, Political Science, Social Sciences or any other related fields;
- Maximum two (2) years of relevant professional experience, after having fulfilled the educational requirements;
- Knowledge of international women's rights frameworks and the women, peace and security agenda;
- Self-motivated and committed to continuous learning;
- Multicultural understanding;
- Experience in drafting and structuring written materials effectively;
- Well-organized and able to multi-task;
- 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

- 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 CSDP Missions;
- Knowledge of gender/women, peace and security issues.

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 Project Cell**

Ref. no: **IEKLS004**

Region: **Pristina**

Reporting Line:

The Project Cell intern is supervised and mentored by the Project Cell intern supervisor in the Planning, Reporting and Evaluation Section.

Main Tasks and Responsibilities:

- To support the Project Cell in:
 - designing and organising tailor-made training for project managers;
 - designing projects, drafting project proposals, assessing project relevance towards the Mission Implementation Plan (MIP), assessing feasibility and sustainability of the projects, as well as budget/cost effectiveness;
 - monitoring of project progress and completion of final reports for SSPs in cooperation with project managers;
- To organise project-activities/events (following up on purchase requests for conference venues, hotels, and catering; providing administrative instruction to contractors);
- To conduct research and prepare background information and briefs as required;
- To proofread documents related to the Project Cell such as Standard Operation Procedures (SOPs) and final reports;
- To assist in preparation of draft reports, financial and administrative documents, including expenditure reviews, consultancy, and other contracts as instructed;
- To assist in monitoring project implementation and spending patterns, including recommendations to improve financial planning and monitoring;
- To undertake other tasks as requested by the Project Cell intern supervisor.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Public Administration, Project Management, Social Sciences or other relevant degree;
- 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;
- Be able to work in a sometimes stressful and demanding environment;



- High motivation;
- Excellent drafting skills and ability to structure written material effectively;
- Well organised and able to multi-task;
- Ability to establish and maintain effective working relationships within a team and multi-cultural environment.

Desirable

- Enrolment in further studies in the above mentioned areas, leading towards a Master's or Doctorate, or equivalent;
- Previous experience in project management;
- Some experience with administrative tasks and budgetary planning;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience with international organisations.

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 Human Resources Division-Training**

Ref. no: **IEKLS 007**

Region: **Pristina**

Reporting Line:

The intern reports to the Human Resources and Training Officer assigned as internship supervisor by the Head of Human Resources Division.

Main Tasks and Responsibilities:

- To assist the Human Resources and Training (HRT) Officer coordinating in-Mission training for Mission staff members by providing logistics, administrative and technical support in their implementation and/or delivery;
- To support the HRT Officer maintaining and amending the in-Mission training portfolio in close cooperation with relevant Mission units;
- To present and make recommendations regarding online courses design, technology and delivery options;
- To assist the HRT Officer in the development and launch of online courses of Mission staff members;
- To interview subject matter experts and conduct other research for the purpose of developing online courses relevant to the Mission;
- To undertake any other task as requested by the HRT Officer or the Head of Human Resources Division.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Educational Science, Psychology, Social Sciences, or other relevant degree;
- Maximum of two (2) years of relevant work 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;
- Be able to work in a sometimes stressful and demanding environment;
- High motivation;
- Knowledge of principles and methods for training curriculum and e-training designs;
- Affection to online and computer-based training.

Desirable

- Previous experience in Human Resources and Training field;
- Enrolment in further studies in the above mentioned areas, leading towards a master's or Doctorate or equivalent;
- Knowledge of Moodle platform and/or other Learning Management Systems;
- Experience in working in a diverse working environment;
- Knowledge of the functioning of the EU and in particular CSDP Missions.