

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Rule of Law Mission in Kosovo
(EULEX KOSOVO)
2-2019 Call for Contributions for the Internship Scheme**

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-00001*	Intern/Gender Mainstreaming	1	05 January 2020
	IEK-00002	Intern within the Planning and Reporting Office	1	05 January 2020
	IEK-00003	Intern within the Human Rights and Legal Office (Human Rights)	1	05 January 2020
	IEK-00004	Intern within the Human Resources Office-Training	1	05 January 2020
	IEK-00005	Intern within the Communications and Information System Unit	1	05 January 2020
	IEK-00009	Intern within the Press Office	1	05 January 2020
	IEK-00012	Intern within the Case Monitoring Unit	1	05 January 2020
	IEK-00013	Intern within Project Cell	1	05 January 2020
Deadline for Applications:	Wednesday 13 November 2019, 17:00 hours CET (Brussels time)			
How to apply:	<p>Interested intern applicants may apply either through their National Authorities or directly.</p> <p>Application through National Authorities: Applicants, who wish to apply through National Authorities, 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. National Authorities nominating intern candidates are kindly requested to send the completed application form (Annex 2) to the following email:</p>			

	<p style="text-align: center;">internship@eulex-kosovo.eu</p> <p>Direct application: Interested intern applicants, who wish to apply directly, should use exclusively the online application form, posted here https://internationalrecruitment.eulex-kosovo.eu</p> <p>General aspects:</p> <p>Applications using Annex 2 sent to above mentioned email, which are NOT sent by National Authorities, will not be accepted.</p> <p>Furthermore, only one application per intern will be accepted. If more than one application is received from the same candidate, only the one will be considered which was sent last. Applications submitted through the national authorities being given priority.</p> <p>The interns will deploy in Pristina from 05 January 2020 until 04 June 2020 and will receive Induction upon arrival, including regarding security/sensitive matters.</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;">Mr. Andre Konze Andre.KONZE@eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EULEX KOSOVO/Human Resources HumanResources@eulex-kosovo.eu Tel: +383 (0) 38 28 ext. 8933, 3548</p>

*Deployment of the potentially selected intern is subject to the selection of the Gender Advisor.

Position: Intern/Gender Mainstreaming*	Employment Regime: Internship	
Ref. Number: IEK-00001 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 5 Jan 2020
Component/Department/Unit: Office of the Head of Mission	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Gender Advisor, who is located within 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 and based on 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 carry out other tasks to assist the Gender Advisor in the implementation of the Mission's mandate as and where required, fully respecting limitations regarding accessing classified documents.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Gender Studies, Law, Political Science or any other related fields;
- Knowledge of international women's rights frameworks and the women, peace and security agenda;
- Self-motivated and committed to continuous learning;
- Multicultural understanding;
- Good communication skills;
- Proficiency in oral and written English;
- Experience in drafting and structuring written materials effectively;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications.

Desirable

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or equivalent;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, legal and cultural situation in Kosovo as well as an understanding of the mandate of the international and local organisations operating in the field;
- Knowledge of gender/women, peace and security issues.

Position: Intern within the Planning and Reporting Office - Knowledge Management	Employment Regime: Internship	
Ref. Number: IEK-00002 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 5 Jan 2020
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Knowledge Management Officer and assists the Knowledge Management, Reporting and Planning Officers in executing their tasks.

Main Tasks and Responsibilities:

- Supporting the Knowledge Management Officer in the development of a Mission knowledge management strategy for the purpose of capturing and maintaining Mission knowledge assets and for the purpose of drawing lessons learned, where accessible;
- Supporting the Knowledge Management Officer in the maintenance of the Mission knowledge management systems to avoid the loss of institutional memory and ensuring an effective and integrated approach to capturing, evaluating, retrieving and sharing Mission information assets, where accessible;
- Participating in the design and implementation of effective evaluation and assessment tools for identifying the Mission's impact through its work, where accessible;
- Conducting research and liaise with relevant national and international stakeholders;
- Assisting the Planning and Reporting Officers in preparing planning documents and reports, where accessible;
- Undertaking other tasks as requested by the Knowledge Management Officer or the Head of Planning and Reporting Office, fully respecting limitations regarding accessing classified documents.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Public Administration, Social Sciences, Political Affairs, Media Studies or other relevant degree;
- Excellent communication skills coupled with proficiency in spoken and written English;
- 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 in a multi-cultural environment.

Desirable

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- Experience in data collection and data analysis, as well as in the use of quantitative and qualitative research methodologies;
- Experience in monitoring and evaluation;
- Experience and/or interest in issues related to knowledge management;
- 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;

- International experience, particularly with international organisations.

Position: Intern within the Human Rights and Legal Office (Human Rights)	Employment Regime: Internship	
Ref. Number: IEK-00003 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 5 Jan 2020
Component/Department/Unit: Office of the Chief of Staff / Human Rights and Legal Office	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Human Rights Officer or the Head of Human Rights and Legal Office (HRLO).

Main Tasks and Responsibilities:

- To conduct legal research and analysis of human rights issues deriving from the daily work of the HRLO;
- To assist the Internship Supervisor in developing practical tools to mainstream human rights in the work of the Mission;
- To assist the HRLO by drafting research notes and taking minutes;
- To perform any other related tasks as requested by the Internship Supervisor and the head of the HRLO, fully respecting limitations regarding accessing classified documents.

Education and Experience:

Essential

- Completion of minimum three years of law studies corresponding to a Bachelor's degree in Law;
- Excellent communication, drafting and reporting skills, coupled with high level proficiency in oral and written English;
- Well-organized and able to multi-task;

Desirable

- Completion of further studies in the above, leading towards a Master's or Doctorate, or the equivalent, preferably in the field of human rights or international law;
- Knowledge of international and regional human rights instruments and mechanisms as well as of EU policies and legislation applicable in the human rights and rule of law sector;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;

Position: Intern within the Human Resources Office - Training	Employment Regime: Internship	
Ref. Number: IEK-00004 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 05 January 2020
Component/Department/Unit: Mission Support Department / Human Resources Office	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

The intern's main tasks and responsibilities are:

- Assist the Human Resources and Training Officer coordinating external and in-Mission training for Mission staff members by providing logistics, administrative and technical support in their implementation and/or delivery;
- Support the Human Resources and Training Officer maintaining and amending the in-Mission training portfolio, including training design and implementation;
- Present and make recommendations regarding online courses design, technology and delivery options;
- Interview subject matter experts and conduct other research for the purpose of developing online courses relevant to the Mission;
- Undertake any other task as requested by the Human Resources and Training Officer or the Head of Human Resources Office, fully respecting limitations regarding accessing classified documents.

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;
- Excellent communication skills coupled with proficiency in spoken and written English;
- Excellent knowledge of Moodle platform and/or other Learning Management Systems;
- Excellent knowledge of principles and methods for curriculum and e-training designs.

Desirable

- Previous experience e-learning platforms;
- Previous experience in Human Resources and Training field;
- Experience in working in a diverse working 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 Communications and Information System Unit	Employment Regime: Internship	
Ref. Number: IEK-00005 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 05 January 2020
Component/Department/Unit: Mission Support Department / Communications and Information Systems Unit	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Chief Communication and Information Systems Unit.

Main Tasks and Responsibilities:

The intern's main tasks and responsibilities are:

- Contributing to the design and implementation of a new Intranet portal based on open source content management systems WordPress;
- Providing input to establish and guide the website's architecture;
- Providing input on how the high-performance and management of technical aspects of the CMS can be ensured;
- Helping formulate an effective, responsive design and turning it into a working theme and plugin;
- Assisting the back-end and front-end development, including selecting of themes and plugins;
- Migrating content from existing web site to new;
- Cooperating with relevant stakeholders from other Mission Units;
- Undertaking any other task as requested by the Chief Communication and Information Systems Unit, fully respecting limitations regarding accessing classified documents.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Information Technologies, Web Development or other related modern web technologies;
- Good understanding of front-end technologies: PHP, HTML and CSS;
- Comfortable in working with debugging tools;
- Ability to understand CSS changes and their ramifications to ensure consistent style across platforms and browsers;
- Understanding of MySQL back-end storage engine;
- Understanding of the latest industry trends and content management systems;
- Good English communication, interpersonal and intercultural communication skills. Not afraid to ask questions;
- Passionate about learning new technologies and eager to dive into complex projects.

Desirable

- Previous experience with open source Content Management Systems;
- Previous experience in Web Design and Web Development;
- Experience with PHP and MySQL;
- Experience with Web Servers (IIS and Apache).

Position: Intern within the Press Office	Employment Regime: Internship	
Ref. Number: IEK-00009 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 5 Jan 2020
Component/Department/Unit: Office of the Head of Mission /Press Office	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To facilitate and assist the Press 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 Office/Spokesperson, fully respecting limitations regarding accessing classified documents.

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;
- Excellent drafting, interpersonal and communication skills, coupled with proficiency in oral and written English;
- Proficient in Microsoft Office applications;
- 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

- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations and/or in crisis areas;
- Proficiency in any of the official languages in Kosovo.

Position: Intern within the Case Monitoring Unit	Employment Regime: Internship	
Ref. Number: IEK-00012 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 5 January 2020
Component/Department/Unit: Monitoring Pillar / Case Monitoring Unit	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

The intern's main tasks and responsibilities are:

- To assist at the operational and strategic level, in the implementation of the Mission's mandate in line with the operational documents in the area of monitoring, where accessible;
- In coordination with Mobile Monitors and Thematic Lead Monitors, monitor selected criminal and civil cases;
- In coordination with Mobile Monitors and Thematic Lead Monitors, 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 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 conduct research and analysis of relevant laws, rulings, procedure, and other documents;
- 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 Case Monitoring Unit;
- To organise, take minutes of and follow up on, possible action points from various meetings;
- To perform any other related tasks as requested by the Head of CMU, fully respecting limitations regarding accessing classified documents.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law;
- Excellent communication skills coupled with proficiency in spoken and written English;
- Strong note-taking skills and ability to produce accurate meeting minutes;
- 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, leading towards a Master's or Doctorate, or the equivalent;
- Knowledge of the functioning of the EU and in particular CSDP Mission 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;

- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.

Position: Intern within the Project Cell	Employment Regime: Internship	
Ref. Number: IEK-00013 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 5 Jan 2020
Component/Department/Unit: Office of the Chief of Staff / Planning and Reporting Office	Security Clearance Level: Clearance from Criminal Records	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Project Officer assigned as internship supervisor by the Head of Planning and Reporting Office.

Main Tasks and Responsibilities:

The Project Cell, as part of the Planning and Reporting Office (PRO) under the umbrella of the Office of the Chief of Staff (OCoS), serves to contribute to the Mission's mandate implementation by facilitating the implementation of small scale projects (SSPs). Small scale projects are tools used to complement, contribute and support the Mission mandate and to unblock barriers to the implementation of the Mission Implementation Plan (MIP) activities.

- Support the Project Cell in designing and organising tailor-made training for project managers;
- Support the project managers in 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;
- Support the Project Cell in the monitoring of project progress and completion of final reports for SSPs in cooperation with project managers;
- Proofread documents related to the Project Cell such as Standard Operation Procedures (SOPs) and final reports;
- Assist in administrative tasks and budgetary planning such as drafting budgets, forecasting future financial needs and liaising with procurement and finance units;
- Undertake any other task as requested by the Project Officer or the Head of PRO, fully respecting limitations regarding accessing classified documents.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Public Administration, Social Sciences, Political Affairs, Media Studies, International Affairs or other relevant degree;
- Excellent communication skills coupled with proficiency in spoken and written English;
- 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, leading towards a Master's or Doctorate, or the 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;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.