

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### **Kosovo Specialist Chambers and Specialist Prosecutor's Office Internship Call for Contributions 1-2020 (CfC 1-2020 Internship)**

<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>		
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>		
<b>Employment Regime:</b>	<b>Internship</b>		
<b>Vacancy Notice:</b>	<b>Ref. number</b>	<b>Position</b>	<b>Availability as of</b>
	I-2020-0001	Intern within the Specialist Prosecutor's Office	11 January 2021
	I-2020-0002	Intern within the Court Management Unit	11 January 2021
	I-2020-0003.1	Intern within the Immediate Office of the Registrar	11 January 2021
	I-2020-0003.2	Intern within the Victims' Participation Office, Defence Office or Chambers Legal Support Unit	11 January 2021
	I-2020-0004.1	Intern within the Information Governance Office (IT Security)	11 January 2021
	I-2020-0004.2	Intern within the Information Governance Office (Library)	11 January 2021
	I-2020-0005	Intern within the Public Information and Communication Unit	11 January 2021
	I-2020-0007.1	Intern within the Human Resources Unit (Recruitment)	11 January 2021
	I-2020-0007.2	Intern within the Human Resources Unit (Staff Administration)	11 January 2021
	I-2020-0008	Intern within the Procurement Unit	11 January 2021
	I-2020-0009	Intern within the Facility Management and General Services Unit	11 January 2021

	I-2020-0010	Intern within the Ombudsperson's Office	11 January 2021
	I-2020-0011.1	Intern within the Information Technology Services Unit (IT Project and Service Delivery Management)	11 January 2021
	I-2020-0011.2	Intern within the Information Technology Services Unit (Network Engineering)	11 January 2021
<b>Deadline for Applications:</b>	<b>27 October 2020 at 17:00 hours (Brussels time)</b>		
<b>Applications must be submitted:</b>	<p><b><u>1. For Internship applicants from the EU Member States:</u></b></p> <p>The online 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><b>1.1. For Internship (seconded) applicants supported by their EU Member State:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p><b>1.2. For Internship (international contracted) applicants from EU Member States applying directly to the Kosovo Specialist Chambers and Specialist Prosecutor's Office:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p> <p><b><u>2. For Internship applicants from the Third Contributing States:</u></b></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><b>2.1. For Internship applicants (seconded) supported by their Third Contributing State:</b></p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p><b>2.2. For Internship applicants (international contracted) from the Third Contributing States applying directly to the Kosovo Specialist Chambers and Specialist Prosecutor's Office:</b></p> <p style="text-align: center;"><a href="mailto:internship@scp-ks.org">internship@scp-ks.org</a></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>		
<b>Information:</b>	<p>For additional information from National Authorities, please contact:</p> <p><b>Civilian Planning and Conduct Capability (CPCC)</b>  <b>Mr. Andre KONZE</b>  <a href="mailto:andre.konze@eeas.europa.eu">andre.konze@eeas.europa.eu</a>  <b>Mobile: +32 46084 3848</b></p>		

**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 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, an adequate health insurance covering accidents when in the service of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in the Host State, shall be arranged for and paid for by the intern. Interns shall be obliged to show a proof that they are covered by a Third Party Liability Insurance valid in the Host State during the Internship.

#### **A. Essential Requirements**

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State<sup>1</sup>.

**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 three (3) 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.

**Health** – The candidates must be physically and mentally fit and in good health. A selected candidate must submit a Medical Certificate (in English) 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, spread sheet and e-mail systems are essential.

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<sup>1</sup> Canada, Norway, Switzerland, Turkey and the United States of America

**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 the 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.

**Criminal Record Check/Certificate of Good Conduct** – The selected candidates shall present a valid Criminal Record Check or a Certificate of Good Conduct, which is not older than three (3) months.

**Medical Certificate** – The selected candidates should provide a Medical Certificate (in English) from a duly qualified medical practitioner certifying that they are in good health and fit to work and travel.

**Third Party Liability Insurance** – The selected candidates are required to provide proof of this insurance for the duration of the Internship.

#### **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 Skype/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.

<b>Position:</b> Intern within the Specialist Prosecutor's Office	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0001	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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;
- To assist in preparing briefings, memoranda and taking minutes;
- 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 professional development 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;
- Able to adapt to multicultural and multilingual working environments.

**Desirable Qualifications and experience:**

- International work experience;
- Practical work experience within a national judicial system;
- Knowledge of international criminal law, international humanitarian law, or international human rights law;
- Knowledge of the functioning of the EU;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian and/or Albanian);
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern within the Court Management Unit	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0002	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2020
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/Court Management Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Head of Court Management Unit.

**Main Tasks and Responsibilities:**

- To conduct research on matters in relation to court administration;
- To assist staff of the Court Management Unit in day-to-day activities and tasks of the unit;
- To assist the Project Team working on the electronic court management system;
- To assist the Project Team in the coordination of stakeholder’s meetings, by preparing briefings, taking minutes and preparing memos;
- To assist in documenting the stakeholder’s input;
- To assist in drafting, preparation and follow-up of test scripts;
- To assist in the follow-up of change requests and testing of changes to the current workflows of various stakeholders;
- To assist in the analysis of test results and verification of implementation of agreed solutions;
- To carry out other tasks to assist the Project Team in line with the operational needs of the project;
- 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;
- Multicultural understanding.

**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;
- International experience;
- Knowledge of the functioning of the EU;

- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Intern within the Immediate Office of the Registrar	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0003.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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 analysis of legal issues deriving from the daily work of the respective unit. Research into domestic law issues, international criminal law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of legal memoranda and other documents;
- To assist in preparing briefings, memoranda 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;
- 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;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

- Law as field of studies;
- International experience;
- Knowledge of the international criminal 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.

<b>Position:</b> Intern within the Victims' Participation Office, Defence Office or Chambers Legal Support Unit	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0003.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/Judicial Services Division/Victims' Participation Office or Defence Office or Chambers Legal Support Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

- International experience;
- 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.

<b>Position:</b> Intern within the Information Governance Office (IT Security)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0004.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Senior Information Management and Records Advisor.

**Main Tasks and Responsibilities:**

- To support the work of the IT and Information Security Officer to further the IT and information security controls of the organisation;
- To support the assessment of information systems and IT infrastructure and elaborate on the controls against unauthorised access to systems, networks, and data;
- To research on risk and vulnerability aspects of information systems and features to identify vulnerabilities, risks, and protection needs;
- To assist in assessments of technologies and answering of user questions;
- To assist in designing and filling the Information Security Management System registration;
- To assist in the follow-up of IT changes to the current workflows of various stakeholders;
- 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 Informatics, Computer Science, Software Development, IT Management, Telecommunications, Digital Forensics or any other related area;
- 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;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

- Knowledge of development in privacy law;
- International experience;
- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern within the Information Governance Office (Library)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0004.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar/ Information Governance	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Intern reports to the Senior Information and Records Management Advisor through the Information and Records Management Officer.

#### **Main Tasks and Responsibilities:**

- To support the Information Governance/Library in fulfilling the Library Services;
- To process the Library tasks, including cataloguing, shelving, circulation and research enquiries;
- To update the Library intranet page;
- To update the Integrated Library System;
- To contribute to ongoing planning and development of the Library Services;
- To liaise with the Library Service providers in ensuring delivery;
- 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 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;
- Multicultural understanding.

#### **Desirable Qualifications and Experience:**

- Prior experience in Library or information management roles;
- Microsoft SharePoint experience;
- Knowledge of MARC21 Format for Bibliographic Data;
- Knowledge of Cataloguing Classifications, specifically The Dewey Decimal System (DDC);
- Experience working with various Metadata Standards such as Resource Description and Access (RDA); Metadata Object Description Schema (MODS);
- Prior working experience in a national and/or international criminal or hybrid court;
- International experience;

- 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.

<b>Position:</b> Intern within the Public Information and Communication Unit	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0005	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Public Information and Communication Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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;
- Multicultural understanding.

### Desirable Qualifications and Experience:

- International experience;
- 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;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo and Serbia;
- Knowledge of Serbian and/or Albanian language.

<b>Position:</b> Intern within the Human Resources Unit (Recruitment)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0007.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Human Resources Officer.

**Main Tasks and Responsibilities:**

- To assist in drafting the internal documents on recruitment-related matters;
- To assist in the recruitment-related projects;
- To assist in the search, review, analysis and compilation of relevant data and preparation of reports;
- To assist in the maintenance of the 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;
- Multicultural understanding.

**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.



<b>Position:</b> Intern within the Human Resources Unit (Staff Administration)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0007.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Human Resources Officer.

**Main Tasks and Responsibilities:**

- To assist in the drafting of essential policies, documentation and reports related to the Human Resources Unit;
- To assist in revamping the currently used online systems;
- To carry out background research and assist in the Human Resources related projects;
- To assist in the compilation of data and production of Excel reports and charts;
- To assist in the maintenance of the 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 and able to multi-task;
- Proficient in Microsoft Office applications, particularly in Excel;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

- International experience;
- IT background; SharePoint experience
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern within the Procurement Unit	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0008	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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 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 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 or 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 standard desktop ICT technology and applications, such as Microsoft Office applications;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

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

<b>Position:</b> Intern within the Facility Management and General Services Unit	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0009	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Intern reports to the Head of Facility Management and General Services Unit.

**Main Tasks and Responsibilities:**

- To assist in the research topics relating facilities management, design and logistics;
- To assist on Protocol and Host State and hospitality related activities;
- To assist the Head of Facility Management and General Services as and when required;
- To use IT in design and project management, specifically using computer-aided design software;
- 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 or specialisation should be Architecture, Engineering or Facility Management 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;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

- Completion of a minimum of three (3) years of studies corresponding to a Bachelor’s Degree with a specialisation in Architecture/Engineering; Hospitality Management or related;
- Knowledge of the functioning of the EU;
- Knowledge of Dutch language.

<b>Position:</b> Intern within the Ombudsperson's Office	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0010	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Ombudsperson's Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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;
- Multicultural understanding.

**Desirable Qualifications and Experience:**

- A postgraduate, who has graduated from the University;
- International experience;
- 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.

<b>Position:</b> Intern within the Information Technology Services Unit (IT Project and Service Delivery Management)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0011.1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

The Information Technology Services Unit (ITSU) provides all judicial and administrative applications, including the AV courtroom & broadcast technology. ITSU is one of the largest Units in budget, staffing, procurement and contract management.

#### **Reporting Line:**

The Intern reports to the Head of Information Technology Services Unit.

#### **Main Tasks and Responsibilities:**

- To assist ITSU in projects and project related tasks, such as:
  - Review of organisational and judicial policies on their impact on ITSU and IT Services;
  - Meeting with internal clients to conduct initial business analysis interviews;
  - Review of business requirements and identification of needs and risks;
  - Mapping and documenting of ITSU workflows and processes;
  - Conduct market researches;
  - Review of Terms of References and contracts;
  - Research on project management frameworks and their adaption to the KSC;
  - Support in events and teleconferencing;
- 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;
- Multicultural understanding.

#### **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, Business Administration IT, or any other related area;
- Experience in business analysis or project management/coordination;
- Experience in technical writing or legal or policy reviews;
- International experience;

- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intern within the Information Technology Services Unit (Network Engineering)	<b>Employment Regime:</b> Internship	
<b>Ref. number:</b> I-2020-0011.2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 11 January 2021
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

The Information Technology Services Unit (ITSU) provides all judicial and administrative application, including the AV courtroom & broadcast technology. ITSU is one of the largest Units in budget, staffing, procurement and contract management.

**Reporting Line:**

The Intern reports to the Head of Information Technology Services Unit.

**Main Tasks and Responsibilities:**

- To support the Information Technology Services Unit in modelling and strengthening its technical IT operations/processes;
- To assist in improving the IT universe and to identify issues and correlations, also strengthening security;
- To research (hybrid) cloud solutions for ITSU services;
- To design, build or improve new and existing IT services such as video conferencing, SIEM, zero trust and mobile working;
- 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;
- Multicultural understanding.

**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;
- International experience.