

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Rule of Law Mission in Kosovo  
(EULEX KOSOVO)  
2-2023 Call for Contributions for the Internship Scheme**

<b>Organisation :</b>	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)			
<b>Job Location:</b>	Western Balkans Region (Kosovo)			
<b>Employment Regime:</b>	Internship			
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Total Vacancies</b>	<b>Available on</b>
	IEK-0002	Intern within the Project Cell	1	15 January 2024
	IEK-0003	Intern within the Forensic Team	1	15 January 2024
<b>Deadline for Applications:</b>	<b>Tuesday 8 November 2023, 17:00 hours Brussels time</b>			
<b>How to apply:</b>	<p>1) <b>You have the nationality of an EU Member State, you must use Goalkeeper to apply:</b></p> <p>a) You are already registered on Goalkeeper and you have an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2) <b>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. The completed application form should be sent to the following email:</b> <a href="mailto:internship@eulex-kosovo.eu">internship@eulex-kosovo.eu</a></p>			

	<p><b>General aspects:</b></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 <b>15 January 2024 until 14 June 2024.</b></p>
<b>Information:</b>	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Mr. Mikael KEKKONEN</b></p> <p><a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p>For questions from contracted candidates please contact the EULEX Human Resources Division</p> <p><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></p>

<b>Position:</b> Intern within the Project Cell	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-0002 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 January 2024
<b>Component/Department/Unit:</b> Office of the Chief of Staff / Planning Reporting and Evaluation Section	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### 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.

### 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;
- Maximum two (2) years of relevant work experience, after completion of educational requirements;
- Very good oral and written command of 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.

<b>Position:</b> Intern within the Forensic team	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-0003 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 January 2024
<b>Component/Department/Unit:</b> Operations Support Pillar/Forensic Medicine Team	<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 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.