

## Annex III

### EULEX KOSOVO Internship Programme

The below articles outline the rules and procedures for the EULEX KOSOVO Internship Programme.

**The internship period is 15 January to 14 June 2024**

#### **1 - Purpose**

The purpose of the internship with the EULEX KOSOVO Mission shall be to give participants of the programme the opportunity to:

1. to learn about the implementation of the Common Security and Defence Policy (CSDP) of the European Union through experiencing the day-to-day work of the EULEX Kosovo Mission;
2. to develop their personal and professional expertise; and
3. to enable them to enhance and to put into practice their academic knowledge.

At the same time the EULEX Kosovo Mission:

- benefits from the input of young academics and professionals who can provide a fresh point of view, thus enriching the everyday work of the Mission;
- develops further its cooperation efforts with the academic community;
- widens the interest for and raise awareness towards CSDP Missions amongst .

The Internship Program is NOT an instrument to fill gaps or substitute the personnel resources needed in the Mission.

#### **2 - Participants**

The programme is aimed at academics and young professionals **from Member States and Contributing Third States** only. However, candidates of Contributing Third States applying as individual applicants shall only be considered for selection, if at least one seconded staff member or sponsored intern is employed with the Mission on the starting date of the internship period.

The minimum eligibility **requirement is completed university studies** in duration of a minimum of three years as attested by a relevant university degree to be obtained by the set deadline for submission of application and a maximum of two years of professional experience.

General requirements for the participants are the following:

- be at least 18 years old;
- very good command of spoken and written English;
- display the required competencies that all Mission members should possess, a high level of respect for diversity, integrity and flexibility;
- fulfil any other requirement mentioned in the published internship programme and/or listed in the job description of internship position they are applying for;
- have not previously participated in EULEX Kosovo Internship Programme;

- highly motivated
- completion of mandatory e-courses: Code of Conduct, Missionwise, Safe.

Admission to an internship shall not entitle interns to future employment or give them priority to be recruited for any of the positions in EULEX KOSOVO. No application as contracted staff should be allowed during the internship and within 6 months of its termination.

**Family members** of EULEX KOSOVO Mission Members will be eligible to apply under **same conditions and restrictions as regular staff members**. This means that, while it is not restricted for family members of existing EULEX Kosovo Mission Member to apply, interns should not be working in positions that would be under the supervision of their family member and do not have significant impact in each other's area of assignment.

### **3 - Application procedure**

The Internship positions will be launched through CPCC and communicated to Member States and Third Contributing States and in addition published on the EULEX KOSOVO website. Interns can apply as sponsored by a national authority or as individual applicants.

The application must consist of a duly completed internship application form. Further documentation is not required for the initial application. References can be sought by the selection panel if needed.

Candidates should apply either directly or through their national authorities.

Nationals from EU Member States must use Goalkeeper to apply:

- a. If already registered on Goalkeeper and in possession of an EU Login candidates should apply through: <https://goalkeeper.eeas.europa.eu/registrar/web>
- b. If not in possession of a Goalkeeper account nor of an EU Login, candidates should apply through:  
<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>

The applications from the sponsored and direct candidates from Contributing Third States should be sent to the following e-mail only: [internship@eulex-kosovo.eu](mailto:internship@eulex-kosovo.eu).

### **4 - Selection**

Candidates considered to be most suitable will be short-listed and interviewed by video call, before the final selection is made.

### **5 - Administrative arrangements prior and upon arrival**

Prior to arrival, the interns have to present:

- a valid copy of a passport;
- a copy of a recent Criminal Record (issued within the previous 6 months);
- a copy of the University degree or equivalent held;
- a proof of enrolment in a Master/PhD programme, if applicable;
- proof of employment, if applicable.

Upon arrival, the interns have to present a medical certificate.

### **Check in**

On entry to the mission, the Interns shall “check-in”, including:

- Register in the Personnel Database;
- Sign a Confidentiality Acknowledgement form;
- Obtain Intern’s ID;
- Participate in the Induction Training.
- an EULEX KOSOVO email account will be created for them.

### **6 – Working hours / Leave entitlements**

Interns shall have the same working hours as EULEX KOSOVO staff.

Interns earn 2 days of leave per completed month of the internship, counting from the date of arrival/start of the internship contract.

### **7 - Access to working premises and assets**

It is the receiving office’s/supervisor’s responsibility to ensure that the intern has an appropriate working place, desk, chair, lamp, computer, radio and phone.

Interns will not be granted pin code to place international calls.

Interns will not have access to drive EULEX KOSOVO vehicles.

Upon completion of the Internship, the intern shall receive a EULEX KOSOVO Internship Certificate stating the unit and duration of service of the Internship.

### **8 - Administrative status**

The Intern shall be subject to the authority of the Head of Mission and the authority delegated by him to the Heads of Pillars and Offices.

An Internship Agreement covering the legal obligations of EULEX KOSOVO will be signed with the selected direct interns upon their check in to the mission.

Interns are in particular, exempt from:

- VAT free import of private vehicle,
- privilege to drive mission vehicles,
- travel and other allowances.

### **9 - Security**

Interns will only be deployed to Pristina region.

All security arrangements for EULEX KOSOVO international staff will be applicable for EULEX KOSOVO interns. The interns will be included in the warden system.

The supervisor/ mentor has to ensure that the intern will not have access to EU Classified Information, as well as personal, medical and financial data.

### **10 - Financial arrangements**

Interns that are citizens of one of the EU Member States or Third Contributing States shall receive an allowance of €750 per month, payable at the end of each month.

It is the intern's own responsibility to ensure whether an allowance paid by the Mission is taxable in his/her home country.

It is the intern's own responsibility to cover all costs related to travel to and from the Mission, housing costs, local transport, food and other costs associated with fulfilling the internship.

### **11 - Insurances, Medical, etc**

EULEX KOSOVO will arrange for and pay a complementary insurance (Cigna International) for interns that are citizens of one of the EU Member States or Third Contributing States covering accidents when in the service of EULEX KOSOVO in Kosovo, if duly authorized as eligible cost. The insurance will only cover the duration of the internship.

The intern will have the same access to EULEX KOSOVO health care and hospital as regular EULEX KOSOVO staff, including MedEvac.

All other insurance coverage before and after the internship, is the responsibility of the intern.