

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

FIRST (1st) INTERNSHIP CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO).

ADVERTISEMENT FOR INTERNS

Guidelines for Intern Application

Organisation:	EULEX KOSOVO			
Job Location:	Western Balkans Region (Kosovo)			
Staff Regime:	Intern			
Job Titles/Vacancy Notice:	Please refer to the job descriptions			
Deadline for applications:	14 December 2012			
Job Titles/Vacancy Notice:				
	<i>Ref.</i>	<i>Name of the post</i>	<i>Total Vacancies</i>	<i>Available on</i>
	IEK - 00001	Intern/ Gender Matters	1	February -13
	IEK - 00002	Intern/ International Relations	1	February - 13
	IEK - 00003	Intern/ Justice matters	2	February - 13
	IEK- 00004	Intern/ Human Rights and Legal Office	2	February - 13

How to apply:	<p>For Intern Applicants</p> <p>Interested interns applicants should use the standard application form for intern applicants (Annex II), in which they can apply for one position only. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. Furthermore, only one application per intern will be accepted. Intern applicants can apply either directly sending their application to the following e-mail</p> <p>internship@eulex-kosovo.eu</p> <p>or through their national authorities</p>
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	<p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority.</p> <p>No further documentation besides the standard application form for interns is necessary at this stage.</p>
<p>Information:</p>	<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>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 281 ext. 2630¹ Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 78 ext. 8878, 6846, 6337 HumanResources@eulex-kosovo.eu</p>

¹ From 1 December 2012 new numbers, Tel.: +32-(0)2-584 2630

EULEX KOSOVO INTERNSHIP SCHEME
Job Descriptions

Office of the Deputy Head of Mission

Unit – Deputy Head of Missions Secretariat

Reference number: IEK - 00001 Title: Intern / Gender matters Employment Regime: Intern Vacancies: 1

The internship is within the Deputy Head of Missions Secretariat in the Office of the Deputy Head of Mission, with research portfolio on gender-related matters. The intern reports to the Gender Advisor within the Office of the Deputy Head Mission.

1. Main tasks and responsibilities:

- To collect information about sexual violence in Kosovo with a gender-oriented approach;
- To compile information about the legal and institutional frameworks that are in place to respond to cases of sexual violence in Kosovo;
- To collect information how cases of sexual violence are investigated, prosecuted and adjudicated and which support services are available for victims of sexual violence;
- To collect information on forensic examinations and how the evidences are taken from victims of sexual violence throughout Kosovo;
- To identify rural-urban differences regarding occurrence, investigation, and prosecution of cases of sexual violence;
- To assess the elements of coherence and gaps between the requirements of the Council of Europe Convention *on preventing and combating violence against women and domestic violence* and the procedures and practices pursued by Kosovo institutions;
- To draft an analytical report with recommendations and briefing material about sexual violence in Kosovo;
- To establish contacts with Kosovo institutions dealing with the sexual violence;
- Perform any other job-related tasks as required.

2. Qualifications and experience:

Essential

- Completion of 3 years of studies in gender studies or other relevant fields (e.g. law, social sciences, public administration, political affairs, or similar) with demonstrated interest in the issue of gender;
- In-depth knowledge of international and EU gender equality and human rights standards and policies;
- Applicants should be well-organized, self-motivated, and reliable;
- Excellent command of spoken and written English. Excellent drafting skills;
- Ability to establish and maintain effective working relations and good communications skills;

- Sharp analytical skills and capacity to write syntheses;
- Ability to perform under stress.

3. Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or PhD degree, or the equivalent, is desirable.
- 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, multi-cultural understanding.

Office of the Chief of Staff

Reference number: IEK - 00002

Title: **Intern/ International relations**

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the designated supervisor within the Office of the Chief of Staff, under the overall supervision of the Chief of Staff.

1. Main tasks and responsibilities:

- To provide support in processing incoming and outgoing correspondence in the OCOS;
- To analyse and summarize trends of requests addressed to EULEX by local population and institutions through the Mission's external correspondence system;
- To follow-up and provide regular feedback on tasking stemming from EULEX external communication system;
- To take minutes of the inner OCOS staff meeting;
- To participate in meetings related to the Mission Implementation Plan (MIP) coordination;
- To assist in the preparation of background briefing notes or talking points;
- To select and analyse information contained in internal and external communications and provide input to OCOS as required;
- To conduct other tasks within the Mission mandate as determined by operational needs.

2. Qualifications and experience:

Essential

- Completion of minimum 3 three years of in Law, Business Administration, EU studies, Political Science or International Relations or any other related field.
- Excellent knowledge of the functioning of the EU and in particular CSDP missions;
- Understanding of the political, cultural and security situation of the Balkans;
- Self-motivated and committed to continuous learning;
- International experience, multicultural understanding;
- Excellent communication skills, coupled with proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural environment;
- Sharp analytical skills and capacity to write syntheses, coupled with high attention to detail;
- Well-organized and able to multi-task.
- Ability to prioritize and manage considerable workload.
- Proficient in Microsoft Office applications.

3. Advantageous:

- A relevant second level master's degree would be considered an asset. Enrolment in further studies in the above, leading towards a Master or PhD degree, or the equivalent, is desirable.
- 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.
- Proficiency in any of the official languages in Kosovo.

Reference; IEK 0003

Title: **Intern / Justice Matters.**

Employment Regime: **Intern**

Vacancies: **2**

The internship is within the Advisory Unit of Justice Matters in the Strengthening Division. The Intern reports to the Internship Supervisor, as assigned by the Chief Advisory Unit on Justice Matters.

1. Main tasks and responsibilities:

- To assist the Advisory Unit on Justice Matters at the operational level in the implementation of the Mission’s mandate in the area of monitoring, mentoring and advising (MMA);
- To perform research and analysis of legal problems and issues;
- To assist in the preparation of legal memos and other papers;
- To conduct research and analysis of relevant laws, rulings, rules of procedure, and other legal documents;
- To liaise and communicate with external or internal counterparts as instructed;
- To participate in monitoring missions;
- To perform any other related tasks as requested by the Internship Supervisor.

2. Qualifications and experience:

Essential

- Completion of 3 years of studies in law, public administration, social sciences, political affairs, or media studies.

3. Advantageous:

- Enrolment in further studies in the above area, leading towards a Master or PhD degree, or the equivalent, is desirable.
- Knowledge of the functioning of the EU and in particular CSDP missions;
- 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.

Reference number: IEK - 00004

Title: **Intern / Human Rights and Legal Office.**

Employment Regime: Intern

Vacancies: **2**

At the discretion of the Head of Office, and depending upon operational needs and the background and field of specialisation of the selected candidate, duties will be served in one of the following teams: *Legal Affairs* team, *Human Rights* team, *Legal Administration* team, *Legislative Advisory* team or *Property Rights* team. Accordingly, the intern reports to the internship supervisor, which will be determined by the Head of HRLO depending on the portfolio that will be assigned to the intern.

1. Main tasks and responsibilities:

- Research questions of law and best practice;
- To apply law to real factual situations and provide analytical memorandum for the consideration of staff within the Mission;
- To participate in working groups, dealing with Mission mandate compliance, property rights, human rights, legislative reform or administration;
- To provide regular feedback and reports on results;
- To prepare background briefing notes, talking points, inputs for reports and/or reports for Officers in the mission;
- To conduct other tasks within the Mission mandate as determined by operational needs;

2. Qualifications and experience:

Essential

- Completion of three years of studies in Law. For intern position with human rights portfolio, relevant education, in addition to law, will include social science, political science, international relations, or other disciplines related to human rights;
- Knowledge of the legal and human rights situation in Kosovo and understanding of the mandate of the international and local organisations operating in the field;
- Excellent communication skills, including thorough command of spoken and written English. Excellent drafting skills and ability to structure written materials effectively;
- Able to establish and maintain effective working relations as a team member in a multi-cultural environment, and genuine respect for and ability to convey to others the principles of equality and non-discrimination;
- Willingness to work flexible working hours according to operational need of the Mission;
- Ability to prioritize and manage high workload occasions.

3. Advantageous:

- Enrolment in further studies in law, or above mentioned related fields, leading towards a Master or PhD degree, or the equivalent, is desirable.
- 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.