

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2017 Call for Contributions for the Internship Scheme</p>

Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)			
Job Location:	Western Balkans Region (Kosovo)			
Employment Regime:	Intern			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Total Vacancies	Available on
	IEK-00001	Intern within the Gender Mainstreaming	1	09 January 2018
	IEK-00002	Intern within the Planning Office	1	09 January 2018
	IEK-00007	Intern within the Human Rights and Legal Office	2	09 January 2018
	IEK-00009	Intern within the Press and Public Information Office	1	09 January 2018
	IEK-00012	Intern within the Strengthening Division	5	09 January 2018
	IEK-00013	Intern within the Project Cell	1	09 January 2018
Deadline for Applications:	Friday 10 November 2017, 12:00 hours 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), 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. 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</p> <p style="text-align: center;">https://internationalrecruitment.eulex-kosovo.eu</p> <p>Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt.</p> <p>General aspects:</p> <p>Applications using Annex 2 and/or send to above mentioned email, which are NOT send by a 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 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>Subject to the approval of the appropriate Budgetary Impact Statement the interns will deploy in Pristina from 09 January until 08 June 2018.</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 style="text-align: center;">Ms Antigone Marana cpc.c.eulexkosovo@eeas.europa.eu Tel: +32 (0)2 584 ext. 2630</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EULEX KOSOVO/Human Resources HumanResources@eulex-kosovo.eu Tel: +381 38 28 ext. 8878, 6604, 8844</p>

Position: Intern/Gender Mainstreaming	Employment Regime: Internship	
Ref. Number: IEK-00001 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 09 January 2018
Component/Department/Unit: Office of the Head of Mission	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The intern reports to the International 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 assist the Gender Advisor in promoting external and internal gender-related activities of EULEX KOSOVO;
- To assist the Gender Advisor by preparing 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.

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 the 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 Office	Employment Regime: Internship	
Ref. Number: IEK-00002 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 09 January 2018
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Head of Planning Office and assists all three Programme Managers in executing their tasks.

Main Tasks and Responsibilities:

The Planning Office, as part of the Office of the Chief of Staff (OCoS), is the responsible unit to translate – jointly with the subject matter experts – the Operational Plan (OPLAN), approved by the Member States, into the Mission Implementation Plan (MIP) and the derived “MIP Actions”, which form the target agreement of the Mission’s concrete field activities. Therefore, Planning Office focuses on making sure that EULEX activities are in line with originally established goals.

The responsibilities and main tasks of the Intern within Planning Office thus are as follows:

- To assist Programme Managers in working with implementing units delivering on the mandate to ensure that their work is focused on achieving output;
- To support Programme Managers in uploading information and filing reports on the EULEX online info system related to their area of work;
- To support Programme Managers in designing and organizing tailor-made approaches for implementing units (“MIP Owners”), related to the evaluation and assessment of Mission activities;
- To contribute to Mission planning procedure in the preparation phase;
- To contribute to further development of evaluation methodologies in the office;
- To contribute to and to proofread documents related to the work of Programme Managers, especially evaluation reports, progress updates and presentations for the senior management team;
- To research topics of interest for the Planning Office, e.g., organisational management;
- To undertake any other task as requested by the Head of Planning Office or Programme Managers.

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;
- Good communication skills coupled with proficiency in spoken and written English;
- Good 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;
- 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 organisational 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	Employment Regime: Internship	
Ref. Number: IEK-00007 (2 positions)	Location: Western Balkans Region (Kosovo)	Availability: 09 January 2018
Component/Department/Unit: Office of the Chief of Staff/Human Rights and Legal Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Internship Supervisor, as assigned by the Head of Human Rights and Legal Office.

Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the Human Rights and Legal Office;
- To assist in the preparation of legal memoranda and other documents, as requested by the Internship Supervisor and/or his/her delegate;
- To conduct research and draft documents related to cases pending before the Human Rights Review Panel;
- To assist the Human Rights and Legal Office by preparing briefings, taking minutes and preparing memos;
- To carry out other tasks to assist the Human Rights and Legal Office in the implementation of the Mission's mandate in line with the operational documents of the Mission;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

Education and Experience:

Essential

- Completion of minimum three years of law studies corresponding to a Bachelor's degree in Law;
- Good communication, drafting and reporting skills, coupled with high level proficiency in oral and written English;
- Good drafting skills and ability to structure written materials effectively.

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 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;
- Well-organized and able to multi-task;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.

Position: Intern within the Press and Public Information Office	Employment Regime: Internship	
Ref. Number: IEK-00009 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 09 January 2018
Component/Department/Unit: Office of the Chief of Staff/Press and Public Information Office (PPIO)	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Head of Press and Public Information Office (PPIO).

Main Tasks and Responsibilities:

- To facilitate and assist the PPIO in creating and promoting a positive and transparent public image of EULEX KOSOVO through different media campaigns;
- To contribute to the design and execution of outreach activities and public 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;
- To perform any other related tasks as requested by the Head of the PPIO.

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;
- Good 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 Strengthening Division	Employment Regime: Internship	
Ref. Number: IEK-00012 (5 positions)	Location: Western Balkans Region (Kosovo)	Availability: 09 January 2018
Component/Department/Unit: Strengthening Division	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Internship Supervisor, as assigned by the Head/Deputy Head of Strengthening Division, based on skills, knowledge and experience match to one of the five strengthening pillars.

Main Tasks and Responsibilities:

As part of the Strengthening Division pool of interns, the intern will be allocated work consistent with his/her skill set and development requirements:

- 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, mentoring and advising (MMA);
- To assist in the preparation of weekly reports and other papers relevant to skills set;
- 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 support negotiations with local counterparts with regards to adoption of legal documents or other best practices;
- 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 Strengthening Division;
- 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 Internship Supervisor.

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;
- Good communication skills coupled with proficiency in spoken and written English;
- Strong note-taking skills and ability to produce accurate meeting minutes;
- Good 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 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.

Position: Intern within the Project Cell	Employment Regime: Internship	
Ref. Number: IEK-00013 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 09 January 2018
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

The Project Cell, as part of the Planning Office and 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) which are increasingly connected to the transition phase of EULEX Kosovo.

The responsibilities and main tasks of the Intern within Project Cell thus are as follows:

- To support the Project Cell in designing and organizing tailor-made trainings for project managers;
- To support the Project Managers in designing the projects, drafting the project proposal, assessing project relevance towards the Mission Implementation Plan (MIP), assessing feasibility and sustainability of the projects as well as budget/cost effectiveness;
- To support the Project Cell in the monitoring of project progress in cooperation with project managers;
- To proofread documents related to the Project Cell such as SOPs and final reports;
- To assist in administrative tasks and budgetary planning such as drafting budgets, forecasting future financial needs and liaising with procurement and finance units;
- To undertake any other task as requested by the Project Officer or the Head of Planning Office.

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;
- Good communication skills coupled with proficiency in spoken and written English;
- Good 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 Missions;
- Previous experience in project management;

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

