

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

SECOND (2nd) 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:	8 November 2013

Job Titles/Vacancy Notice:	<i>Ref.</i>	<i>Name of the post</i>	<i>Total Vacancies</i>	<i>Available on</i>
		IEK - 00001	Intern within the Deputy Head of Mission Office	1
	IEK - 00002	Intern within the Chief of Staff Office	1	January 2014
	IEK - 00003	Intern within the Police Strengthening Department	1	January 2014
	IEK- 00004	Intern within Head of Strengthening Division Office	1	January 2014
	IEK - 00005	Intern within the Advisory Unit on Internal Matters.	1	January 2014
	IEK - 00006	Intern within the Advisory Unit on Justice Matters	3	January 2014

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>
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	<p>internship@eulex-kosovo.eu</p> <p>or through their national authorities</p> <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>
Information:	<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)2 584 ext. 2630 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>

EULEX KOSOVO INTERNSHIP SCHEME

Job Descriptions

Office of the Deputy Head of Mission / Gender Equality Office

Reference number: IEK – 00001

Title: **Intern within the Deputy Head of Mission Office**

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the designated supervisor within the Office of the Deputy Head of Mission which oversees the work of the Gender Equality Office.

1. Main tasks and responsibilities:

- To perform research and analysis of topics of interest to the Gender Equality Office, including international and Kosovo legislation.
- To assist the Gender Equality Office in building up an electronic resource centre
- To assist the Gender Equality Office in promoting its activities and the activities of EULEX Kosovo in relation to Gender Equality.
- To assist the Office of the Deputy Head of Mission/ Gender Equality Office by preparing briefings, taking minutes or preparing memos.
- To carry out other tasks to assist the Office of the Deputy Head of Mission / Gender Equality Office in the implementation of the Mission's mandate in line with the CONOPS, OPLAN, and Mission Implementation Plan.

2. Qualifications 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 the international women's rights frameworks and the women, peace and security agenda.
- 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;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications.

3. Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent, is desirable;
- 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;
- Proficiency in any of the official languages in Kosovo;
- Previous experience of working on gender/ women, peace and security issues.

Office of the Chief of Staff

Reference number: IEK - 00002

Title: **Intern within the Chief of Staff Office**

Employment Regime: **Intern**

Vacancies: **1**

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

2. Main tasks and responsibilities:

- To assist the Operations Officers in their work supporting the OCoS to manage, prioritise, direct and coordinate the work of EULEX;
- To support the Operations Officers in maintaining contacts with other organisational units in the Mission, as required;
- To provide support in processing and following up on incoming and outgoing correspondence and memoranda in the OCoS;
- To organise, take minutes of and follow up on possible action points from the weekly inner-OCoS staff meeting;
- To assist in taking minutes and following up on other meetings, as required;
- To assist in the preparation of background briefing notes, talking points and draft reports;
- To analyse and summarise information contained in internal documents and external reports relevant to the Mission (e.g. NGO reports, EU documents) and provide input to the OCoS as required;
- To conduct other tasks within the Mission mandate as determined by operational needs.

2. Qualifications and experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Business Administration, EU studies, Political Science or International Relations or any other related fields;
- 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;
- Very strong note-taking skills and ability accurately to capture discussions;
- Excellent drafting skills and ability to structure written materials effectively;
- Sharp analytical skills and capacity to write syntheses, coupled with high attention to detail;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural environment;
- Well-organized and able to multi-task;
- Ability to prioritize and manage considerable workload;
- Proficient in Microsoft Office applications.

3. Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, 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 00003

Title: **Intern within the Police Strengthening Department**

Employment Regime: **Intern**

Vacancies: **1**

The internship is within the Police Strengthening Department in the Strengthening Division. The Intern reports to the Internship Supervisor, as assigned by the Head of Police Strengthening Department.

1. Main tasks and responsibilities:

- To assist the Police Strengthening Department at the operational level in the implementation of the Mission’s mandate in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To perform research and analysis of police problems and issues;
- To assist in the preparation of reports, memos and other papers;
- To conduct research and analysis of relevant laws, standard operating procedures, 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.

4. Qualifications and experience:

Essential

- Completion of 3 years of studies corresponding to a Bachelor’s degree in law, criminology, public administration, social sciences or political affairs.

5. Advantageous:

- Enrolment in further studies in the above, leading towards a Master’s or Doctorate, or the equivalent, is desirable
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of international, EU and regional police instruments and institutions (such as INTERPOL, EUROPOL, CEPOL, SECI), relevant EU policies, legislation, guidelines and best practices applicable in the rule of law sector;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.

Office – Strengthening Division

Reference; IEK 00004

Title: **Intern within Head of Strengthening Division Office**

Employment Regime: **Intern**

Vacancies: **1**

The internship is within the Head of Strengthening Division Office. The Intern reports to the Internship Supervisor, as assigned by the Head of Strengthening Division.

1. Main tasks and responsibilities:

- To assist the Head of Strengthening Division Office at the operational level in the implementation of the Mission's mandate in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) 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 corresponding to a Bachelor's degree in law, public administration, social sciences, political affairs, media studies or other relevant degree.

3. Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent, is desirable;
- 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; IEK 00005
Title: **Intern within the Advisory Unit on Internal Matters.**
Employment Regime: **Intern**
Vacancies: **1**

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

1. Main tasks and responsibilities:

- To assist the Advisory Unit on Internal Matters at the operational level in the implementation of the Mission’s mandate in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) 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 corresponding to a Bachelor’s degree in law, public administration, social sciences, political affairs, media studies or other relevant degree.

3. Advantageous:

- Enrolment in further studies in the above, leading towards a Master’s or Doctorate, or the equivalent, is desirable;
- 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: IEK 00006

Title: **Intern within the Advisory Unit on Justice Matters.**

Employment Regime: **Intern**

Vacancies: **3**

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 line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) 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 corresponding to a Bachelor’s degree in law, public administration, social sciences, political affairs, or media studies.

3. Advantageous:

- Enrolment in further studies in the above, leading towards a Master’s or Doctorate, 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.

