

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

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:	05 December 2014 (17h00 Brussels Time)			
	<i>Ref.</i>	<i>Name of the post</i>	<i>Total Vacancies</i>	<i>Available on</i>
	IEK-00001	Intern/Gender Matters	1	January 2015
	IEK-00002	Intern within the Chief of Staff Office	1	January 2015
	IEK-00003	Intern within the Police Strengthening Department	1	January 2015
	IEK-00004	Intern within the Office of the Head of Strengthening Division	1	January 2015
	IEK-00005	Intern within the Advisory Unit on Internal Matters	1	January 2015
	IEK-00006	Intern within the Advisory Unit on Justice Matters	2	January 2015
	IEK-00007	Intern within the Human Rights and Legal Office	2	January 2015
	IEK-00009	Intern within the Press and Public Information Office	1	January 2015

	IEK-00010	Intern within the Office of the Head of Mission Support Department	1	January 2015
	IEK-00011	Intern within the Advisory Unit on Border Matters	1	January 2015

<p>How to apply:</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 style="text-align: center;">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> <p>The interns will deploy in Pristina from mid-January 2015 to mid-June 2015.</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)2 584 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>

Job Descriptions

Office of the Head of Mission

Office of the Deputy Head of Mission

Reference number: IEK-00001

Title: **Intern/Gender Matters**

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 Office.

1. Main tasks and responsibilities:

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

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 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.

Advantageous:

- 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;
- Proficiency in any of the official languages in Kosovo;
- Previous experience of working on gender/women, peace and security issues.

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 Chief of Staff.

1. 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 KOSOVO;
- To assist the Project Officers in their work through the identification, planning co-ordination and implementation of projects benefiting Kosovo authorities in the Rule of Law sector;
- To support the Operations Officers and Project 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 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.

Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- 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 number: IEK-00003

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

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the Internship Supervisor, as assigned by the Head/Deputy Head of Strengthening Division.

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.

2. Qualifications and experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Criminology, Public Administration, Social Sciences or Political Affairs.

Advantageous:

- 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, 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.

Reference number: IEK-00004

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

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the Internship Supervisor, as assigned by the Head/Deputy Head of Strengthening Division.

1. Main tasks and responsibilities:

- To assist the Office of the Head of Strengthening Division at the operational and strategic 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 assist in the preparation of legal memos, weekly reports and other papers;
- To perform research and analysis of legal problems and issues;
- 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 attend internal meetings;
- To participate in monitoring missions;
- To perform any other related tasks as requested by the Internship Supervisor.

2. Qualifications 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.

Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- 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-00005

Title: **Intern within the Advisory Unit on Internal Matters**

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the Internship Supervisor, as assigned by the Head/Deputy Head of Strengthening Division.

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), focusing on matters concerning migration and civil registry;
- To perform research and analysis of legal problems and issues, both at the level of Kosovo national legislation and at the level of the acquis of the European Union;
- To assist in the preparation of legal memos, weekly or monthly reports and other papers;
- To conduct research and analysis of relevant laws, rulings, rules of procedure, administrative instructions, directives, joint decisions and other legal documents, both at the national and EU level;
- To liaise and communicate with external or internal counterparts as instructed;
- To participate in monitoring missions;
- To participate in meetings, seminars, round tables, workshops or working groups on topics connected to migration and/or civil registry;
- To analyse and provide comments on specific national legislation and to support negotiations with local counterparts with regards to adoption of legal documents;
- To perform any other related tasks as requested by the Internship Supervisor.

2. Qualifications 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.

Advantageous:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- 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-00006

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

Employment Regime: **Intern**

Vacancies: **2**

The intern reports to the Internship Supervisor, as assigned by the Head/Deputy Head of Strengthening Division.

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, including on anti-corruption;
- 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 minimum three years of studies corresponding to a Bachelor's degree in Law, Public Administration, Social Sciences, Political Affairs, or Media Studies.

Advantageous:

- 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.

Reference number: IEK-00007

Title: **Intern within the Human Rights and Legal Office**

Employment Regime: **Intern**

Vacancies: **2**

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

1. Main tasks and responsibilities:

- To conduct legal researches and analysis of legal problems and issues deriving from the daily work of the Human Rights and Legal Office;
- To assist in the preparation of legal memos and other legal documents, as requested by the Internship Supervisor and 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 CONOPS, OPLAN, and Mission Implementation Plan;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

2. Qualifications and experience:

Essential

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

Advantageous:

- 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.

Reference number: IEK-00009

Title: **Intern within the Press and Public Information Office**

Employment Regime: **Intern**

Vacancies: **1**

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

1. 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 EULEX KOSOVO staff members;
- To assist in preparation of press conferences and media events;
- To assist in drafting of articles, OPEDs, commentaries and TPs for 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.

2. Qualifications 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;
- Excellent 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.

Advantageous:

- 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.

Reference number: IEK-00010

Title: **Intern within the Office of the Head of Mission Support Department**

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the designated supervisor within the Office of the Head of Mission Support Department (OHoMSD), under the overall supervision of the Head of Mission Support Department.

1. Main tasks and responsibilities:

- To assist the Administration Officers in their work supporting the HoMSD to manage, prioritise, direct and coordinate the work of the Mission Support Department;
- To support the Administration Officers in maintaining contacts with other organisational units in the Mission, as required;
- To provide administrative support to MSD units on a regular basis (in particular Transport Unit, Logistics Unit, Communications Unit);
- To assist with the proper handling of paper and electronic documentation passing into, out of, and through the OHoMSD and to help with its formal registration and filing;
- To attend, take minutes and follow up on possible action points from internal regularly scheduled meetings;
- To assist in the preparation of background briefing notes, talking points and draft reports;
- To assist in the Mission's internal budget drafting process;
- To perform any other related tasks as requested by the designated supervisor.

2. Qualifications and experience:

Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Business Administration, Social Sciences, Economics, Public Administration, Finance/Accounting, EU Studies, Political Science, International Relations or any other related fields;
- Excellent knowledge of the functioning of the EU and in particular CSDP missions;
- Proficient in Microsoft Office applications.
- Self-motivated and committed to continuous learning;
- 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;
- Well-organized and able to multi-task;
- Ability to prioritize and manage considerable workload.

Advantageous:

- 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;
- International experience, particularly in crisis area with multi-national and international organisations.

Reference number: IEK-00011

Title: **Intern within the Advisory Unit on Border Matters**

Employment Regime: **Intern**

Vacancies: **1**

The intern reports to the Internship Supervisor, as assigned by the Head/Deputy Head of Strengthening Division.

1. Main tasks and responsibilities:

- To assist the Advisory Unit on Border 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 Border Police and Custom problems and issues;
- To assist in the preparation of reports (including weekly and monthly), 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 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.

2. Qualifications and experience:

Essential:

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Criminology, Public Administration, Social Sciences or Political Affairs;
- Self-motivated and committed to continuous learning;
- Excellent communication skills coupled with proficiency in spoken and written English;
- Strong note-taking skills and ability to produce accurate meeting minutes;
- 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 concept and multi-cultural environment.

Advantageous:

- 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, EU and regional Customs and/or Border Police instruments and institutions (such as INTERPOL, EUROPOL, CEPOL, SECI, WCO), relevant EU policies, legislation, guidelines and best practices applicable in the rule of law sector, connected to cross-border controls;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.