

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Rule of Law Mission in Kosovo  
(EULEX KOSOVO)  
1-2015 Call for Contributions for the Internship Scheme**

|                                   |                                                                    |                                                       |                        |                     |
|-----------------------------------|--------------------------------------------------------------------|-------------------------------------------------------|------------------------|---------------------|
| <b>Organisation:</b>              | <b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b> |                                                       |                        |                     |
| <b>Job Location:</b>              | <b>Western Balkans Region (Kosovo)</b>                             |                                                       |                        |                     |
| <b>Employment Regime:</b>         | <b>Intern</b>                                                      |                                                       |                        |                     |
| <b>Job Titles/Vacancy Notice:</b> | <b>Ref.</b>                                                        | <b>Name of the post</b>                               | <b>Total Vacancies</b> | <b>Available on</b> |
|                                   | IEK-00001                                                          | Intern – Gender Matters                               | 1                      | 13 July 2015        |
|                                   | IEK-00002                                                          | Intern – Chief of Staff Office                        | 1                      | 13 July 2015        |
|                                   | IEK-00003                                                          | Intern – Police Strengthening Department              | 1                      | 13 July 2015        |
|                                   | IEK-00004                                                          | Intern – Office of the Head of Strengthening Division | 2                      | 13 July 2015        |
|                                   | IEK-00005                                                          | Intern – Advisory Unit on Internal Matters            | 1                      | 13 July 2015        |
|                                   | IEK-00006                                                          | Intern – Advisory Unit on Justice Matters             | 2                      | 13 July 2015        |
|                                   | IEK-00007                                                          | Intern – Human Rights and Legal Office                | 2                      | 13 July 2015        |
|                                   | IEK-00009                                                          | Intern – Press and Public Information Office          | 1                      | 13 July 2015        |
|                                   | IEK-00011                                                          | Intern – Advisory Unit on Border Matters              | 1                      | 13 July 2015        |

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| <b>Deadline for Applications:</b>                       | Friday 05 June 2015 17:00 hours Brussels time |
| <b>E-mail address to send the Job Application Form:</b> | <b>internship@eulex-kosovo.eu</b>             |

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| <p><b>How to apply:</b></p> | <p>Interested interns applicants should use the standard application form for intern applicants (Annex 2), in which they can apply for one position only. <b>It is essential that both the job title and the corresponding reference number are clearly marked in the form.</b> Furthermore, only one application per intern will be accepted. Intern applicants can apply either directly sending their application to the e-mail address mentioned above or through their national authorities.</p> <p><b>General aspects:</b></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 13 July - 12 December 2015.</p> |
| <p><b>Information:</b></p>  | <p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;"><b>Ms. Antigone Marana</b><br/> <b>cppc.eulexkosovo@eeas.europa.eu</b><br/> <b>Tel: +32 (0)2 584 ext. 2630</b></p> <p>For questions from individual applicants:</p> <p style="text-align: center;"><b>EULEX KOSOVO / Human Resources</b><br/> <b><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></b><br/> <b>Tel: +381 38 78 ext. 8878, 6846, 6337</b></p>                                                                                                                                                                                                                                                |

## Job Descriptions

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|----------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|
| <b>Position Name:</b><br>Intern – Gender Matters                                             | <b>Employment Regime:</b><br>Internship                |                                                 |
| <b>Ref. Number:</b><br>IEK-00001                                                             | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>13 July 2015            |
| <b>Component/Department/Unit:</b><br>Office of the Head of Mission/Deputy<br>Head of Mission | <b>Level of Security<br/>Clearance:</b>                | <b>Open to Invited Third<br/>States:</b><br>Yes |

### **Reporting Line:**

The intern reports to the International Gender Advisor, who is located within the Office of the Deputy Head of Mission which oversees the work of the Gender Office.

### **Main Tasks and Responsibilities:**

- To draft reports and relevant documents on internal and external gender-related topics;
- To assist the Gender Office in continuing to develop an electronic resource centre on gender-related documentation;
- To support the Gender Office in the coordination of the gender focal-points network;
- To assist the Gender Office in promoting its activities and the gender-related activities of EULEX Kosovo;
- To assist the Gender Office by preparing briefings, memos or taking minutes;
- To carry out other tasks to assist the Gender Office in the implementation of the Mission's mandate as and where required.

### **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.

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| <b>Position Name:</b><br>Intern – Chief of Staff Office           | <b>Employment Regime:</b><br>Internship                |                                             |
| <b>Ref. Number:</b><br>IEK-00002                                  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff | <b>Level of Security Clearance:</b>                    | <b>Open to Invited Third States:</b><br>Yes |

### Reporting Line:

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.

### 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 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.

### 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;
- 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;

- 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;
- International experience, multicultural understanding;
- 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.

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| <b>Position Name:</b><br>Intern – Police Strengthening<br>Department                           | <b>Employment Regime:</b><br>Internship                |                                                 |
| <b>Ref. Number:</b><br>IEK-00003                                                               | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>13 July 2015            |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Police<br>Strengthening Department | <b>Level of Security<br/>Clearance:</b>                | <b>Open to Invited Third<br/>States:</b><br>Yes |

### Reporting Line:

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

### 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.

### 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.

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| <b>Position Name:</b><br>Intern – Office of the Head of Strengthening Division                       | <b>Employment Regime:</b><br>Internship             |                                             |
| <b>Ref. Number:</b><br>IEK-00004 (2 positions)                                                       | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Office of Head of Strengthening Division | <b>Level of Security Clearance:</b>                 | <b>Open to Invited Third States:</b><br>Yes |

### Reporting Line:

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

### 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.

### 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.



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| <b>Position Name:</b><br>Intern – Advisory Unit on Internal Matters                           | <b>Employment Regime:</b><br>Internship                |                                             |
| <b>Ref. Number:</b><br>IEK-00005                                                              | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Advisory Unit on Internal Matters | <b>Level of Security Clearance:</b>                    | <b>Open to Invited Third States:</b><br>Yes |

### Reporting Line:

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

### 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.

### 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.

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| <b>Position Name:</b><br>Intern – Advisory Unit on Justice Matters                           | <b>Employment Regime:</b><br>Internship             |                                             |
| <b>Ref. Number:</b><br>IEK-00006 (2 positions)                                               | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Advisory Unit on Justice Matters | <b>Level of Security Clearance:</b>                 | <b>Open to Invited Third States:</b><br>Yes |

### Reporting Line:

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

### 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.

### 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.

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| <b>Position Name:</b><br>Intern – Human Rights and Legal Office                                 | <b>Employment Regime:</b><br>Internship             |                                             |
| <b>Ref. Number:</b><br>IEK-00007 (2 positions)                                                  | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/Human Rights and Legal Office | <b>Level of Security Clearance:</b>                 | <b>Open to Invited Third States:</b><br>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 CONOPS, OPLAN, and Mission Implementation Plan;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

### Qualifications and Experience:

#### Essential

- Completion of minimum three years of law studies corresponding to a Bachelor's degree in Law.
- Excellent communication, drafting and reporting skills, coupled with high level 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.

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| <b>Position Name:</b><br>Intern – Press and Public Information Office                                        | <b>Employment Regime:</b><br>Internship             |                                             |
| <b>Ref. Number:</b><br>IEK-00009                                                                             | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/Press and Public Information Office (PPIO) | <b>Level of Security Clearance:</b>                 | <b>Open to Invited Third States:</b><br>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 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.

### 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.

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| <b>Position Name:</b><br>Intern – Advisory Unit on Border Matters                           | <b>Employment Regime:</b><br>Internship                |                                             |
| <b>Ref. Number:</b><br>IEK-00011                                                            | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>13 July 2015        |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Advisory Unit on Border Matters | <b>Level of Security Clearance:</b>                    | <b>Open to Invited Third States:</b><br>Yes |

### Reporting Line:

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

### 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 Customs 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.

### 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.