

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 5-2016 Call for Contributions - Internship

Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office		
Job Location:	The Hague, The Netherlands		
Employment Regime:	Internship		
Vacancy Notice:	Ref. Number	Position	Availability
	I-2016-0001 (2 positions)	Intern within the Division of Administration	16 January 2017
	I-2016-0002	Intern within the Procurement Unit	16 January 2017
	I-2016-0003 (2 positions)	Intern within the Court Management Unit	16 January 2017
	I-2016-0004 (7 positions)	Intern within the Immediate Office of the Registrar, Chambers Legal Support Unit or Victims Participation Office	16 January 2017
	I-2016-0005	Intern within the Public Information and Communication Unit	16 January 2017
Deadline for Applications:	6 January 2017 at 17:00 hours (Brussels time)		
E-mail address to send the Internship Application Form to:	internship@scp-ks.org		

<p>Information:</p>	<p>For additional information regarding Internship within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, please contact</p> <p>Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Udo Gebel udo.gebel@eeas.europa.eu</p> <p>OR</p> <p>Kosovo Specialist Chambers and Specialist Prosecutor’s Office</p> <p>Ms Ferdows Foroughi internship@scp-ks.org</p>
<p>How to apply:</p>	<p>Interested Internship applicants should use the Internship Application Form. It is essential that both the job title <u>and</u> the corresponding reference number are clearly marked in the form. One application for each position needs to be filled. Maximum of three (3) applications per candidate is accepted.</p> <p>An applicant shall submit an Application Form (Annex 2), copy of passport, copy of University Degree(s) or proof of inscription and any other materials as required in the Call for Contributions.</p> <p>Internship applicants can apply either sending their application directly to the e-mail address mentioned above or through their National Authorities.</p> <p>General Aspects: If more than one application for the same position is received from the same candidate, the one submitted through the National Authorities will be given priority.</p>

Internship – Interns are undergraduates or postgraduates, in particular a) students, b) young professionals who recently graduated from University and c) professionals who have graduated from University and who will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

The Kosovo Specialist Chambers and Specialist Prosecutor’s Office provides Interns with a practical and educational experience whereby they learn about the work of the units to which they are assigned and assist staff members of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in discharging their duties. The Kosovo Specialist Chambers and Specialist Prosecutor’s Office affords Interns the opportunity to develop a more profound understanding of the organization and its mandate.

Duration of Internship – The duration of the internship shall normally not exceed six (6) months.

Financial Arrangements – Internships at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office are not remunerated. Interns will normally be granted a Living Allowance of €750 per month. It is the Intern’s own responsibility to ensure whether a Living Allowance, paid by the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, is taxable in his/her home country.

Health Insurance – For Interns, to whom the Kosovo Specialist Chambers and Specialist Prosecutor’s Office grants a Living Allowance, an adequate health insurance, which covers accidents when in the service of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in the Host State shall be arranged for and paid. Interns shall be obliged to show a proof that they are covered by a Third Party Liability Insurance valid in the Host State during the internship.

A. Essential Requirements

Citizenship – Citizenship of an EU Member State or of a Contributing Third State¹.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss of any information or a document as a result of access to the information related to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Language Skills – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

Health – The candidates must be physically and mentally fit and in good health. A selected candidate must submit a Medical Certificate (in English) from a duly qualified medical practitioner certifying that s/he is in good health and fit to work and travel. The cost of this certificate or any related medical examinations, if applicable, is to be borne by the candidate.

Computer Skills – Skills in word processing, spread sheet and e-mail systems are essential.

Education – An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

B. Desirable Requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards.

Knowledge of the Balkans Area – The candidates should have good knowledge of the history, culture, social and political situation of Balkans as well as of the police, judiciary and governmental structures.

Language – Some proficiency in Albanian and/or Serbian is an asset.

C. Essential Documents for Selected Candidates

Education – A certified copy of the University Degree or alternatively, if enrolment is sufficient, a certified copy of a document showing the courses attended at the University. Furthermore, certified copies of any other requirements laid down in the relevant vacancy announcement.

Passport – The selected candidates must have a passport from their respective National Authorities.

¹ Canada, Norway, Switzerland, Turkey and the United States of America

Visas – The selected candidates shall present a valid visa, if required (for non-EU nationals). The Kosovo Specialist Chambers and Specialist Prosecutor’s Office shall, upon request, provide the candidates with a declaration that they are accepted as Interns at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office subject to fulfilment of the requirements in the CfC for the purposes of obtaining a visa.

Personnel Security Clearance (PSC) – If indicated in the Job Description, EU Personnel Security Clearance at the required level or alternatively a criminal record certificate.

Medical Certificate – The selected candidates should provide a medical certificate (in English) from a duly qualified medical practitioner certifying that they are in good health and fit to work and travel.

D. Additional Information on the Selection Process

Application Form – Applications will only be considered when the Internship Application Form (Annex 2) is returned in Word format and indicating the position and reference number a candidate is applying for. In case of interest for more positions, one application for each position needs to be filled. Maximum of three (3) applications per candidate is accepted. A candidate shall submit the Internship Application Form(s), copies of passport and University Degree(s) or a proof of inscription provided by the University. Furthermore, any other supporting documents required in the relevant Job Description should be provided.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed by Skype video/phone before the final selection is made.

Information on the Outcome – Candidates will be informed about the outcome of the selection process after its completion.

Position: Intern	Employment Regime: Internship	
Ref. Number: I-2016-0001	Location: The Hague, The Netherlands	Availability: 16 January 2017
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration	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 respective Head of Unit. The Division of Administration is composed of the units of Human Resources, Finance and Budget, Facility Management and General Services, Information Technology Services, Procurement and Security and Safety.

Main Tasks and Responsibilities:

- To assist the respective Head of Unit or the Internship Supervisor in performance of their duties deriving from the daily work of the respective units: Human Resources, Finance and Budget, Facility Management and General Services and Information Technology Services;
- To assist in the preparation of memoranda, letters, documentation and reports as requested by the Internship Supervisor and/or his/her delegate;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

Education and Experience:

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Business Management, Public Administration, Information Technology, Human Resources Management or any other related area;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern	Employment Regime: Internship	
Ref. Number: I-2016-0002	Location: The Hague, The Netherlands	Availability: 16 January 2017
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	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 Procurement Unit.

Main Tasks and Responsibilities:

- To assist the respective Head of Procurement Unit or the Internship Supervisor in performance of their duties deriving from the daily work;
- To process procurement case files (vendor sourcing, document drafting and document analysis);
- To prepare minor purchasing files;
- To perform relevant project or system improvement tasks;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

Education and Experience:

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Business Administration, Public Administration, Economics, Finance or Law related to Procurement and Contracting, Supply Chain Management, Commercial Contract Law or International Trade Law or any other related area;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Excellent numerical skills;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Generally proficient in consumer-level ICT technology and applications;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern	Employment Regime: Internship	
Ref. Number: I-2016-0003	Location: The Hague, The Netherlands	Availability: 16 January 2017
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	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 Court Management Unit.

Main Tasks and Responsibilities:

- To support the work of the Project Team working on an electronic court management system;
- To assist in the coordination of stakeholder’s meetings;
- To assist the Project Team by preparing briefings, taking minutes and preparing memos;
- To assist in documenting the stakeholder’s input;
- To assist in the follow-up of change requests to the current workflows of various stakeholders;
- To assist in the follow-up of test scripts;
- To carry out other tasks to assist the Project Team in line with the operational needs of the project;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

Education and Experience:

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office;
- The field of studies should be Court Management, Business Management, Business Information Technology or Project Management or any other related area;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- 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, and in particular the practical application of such practices in a court setting;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern	Employment Regime: Internship	
Ref. Number: I-2016-0004	Location: The Hague, The Netherlands	Availability: 16 January 2017
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar (could be also assigned to different units within the Judicial Services 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 Immediate Office of the Registrar.

Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the respective unit. Research into domestic law issues, international criminal law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of legal memoranda and other documents, as requested by the Internship Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

Education and Experience:

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of international criminal law, public international law, international or European human rights law or the institutional law of international organizations or of the European Union;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern	Employment Regime: Internship	
Ref. Number: I-2016-0005	Location: The Hague, the Netherlands	Availability: 16 January 2017
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication Unit	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 Public Information and Communication Unit.

Main Tasks and Responsibilities:

- To provide inputs in drafting and editing of texts, speeches, talking points, web material, etc.;
- To collect material for various public information products;
- To work on data bases;
- To conduct occasional media monitoring and analysis;
- To conduct research of various topics;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

Education and Experience:

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be preferably Media, Journalism, Law, Political Sciences, International Relations or any other related area of social studies;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge and interest in international criminal courts, transitional justice and international relations;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo and Serbia;
- Knowledge of Serbian and/or Albanian language.