

EUROPEAN EXTERNAL ACTION SERVICE



Civilian Planning and Conduct Capability – CPCC
Director / Civilian Operations Commander

Brussels,

TO ALL REPRESENTATIVES TO PSC

Subject: 1-2017 Call for Contributions for the Internship Scheme of the European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)

References: European Union Rule of Law Mission in Kosovo (EULEX KOSOVO), Internships Concept Paper (Doc. 16355/12 EU Restricted, dated 21 November 2012)

Dear Ambassador,

1. Background

On 27 November 2012, the Political and Security Committee (PSC) adopted the EULEX KOSOVO Internships Concept Paper introducing an internship scheme for EULEX KOSOVO.

The EULEX KOSOVO Call for Contributions for interns is launched containing a number of profiles as described in Annex 1.

I kindly invite EU Member States to put forward qualified intern applicants for the profiles listed in Annex 1.

Intern candidates may also apply directly in accordance with the procedure mentioned in Annex 1.

2. Methodology

- a) EU Member States are requested to examine the personal profile and job description to ensure that:
 - Proposed candidates meet the listed criteria described in the essential requirements and in the specific job descriptions (**Annex 1**).

- Each candidate completes the standard job application form in English (**Annex 2**). Applications will be considered only when using this form and indicating which profile the candidate is applying for.
- b) Proposed candidates should satisfy in full the criteria set out in the job description.
- c) I would appreciate it if EU Member States would submit offers for the internships' Call at their earliest convenience, **but not later than close of business on 22 March 2017 (17:00 Brussels time)**.
- d) Subject to the approval of the appropriate Budgetary Impact Statement the interns will deploy in Pristina from 15 June 2017 – 14 November 2017.
- e) EU Member States should submit their personnel offers, by e-mail to the following address:

internship@eulex-kosovo.eu

- f) The Civilian Planning and Conduct Capability (CPCC) will be responsible for notifying EU Member States of the outcome of the selection process for supported interns. The duration of the deployment should be of 5 months.

3. General Information

Any further information required relating to the selection and deployment of your staff may be obtained from CPCC by contacting:

Ms Antigone Marana
cpcc.eulexkosovo@eeas.europa.eu
+32 (0)2 584 26 30

Yours sincerely,



Kenneth DEANE

Enclosures:

- Essential Requirements and Specific Job Descriptions (Annex 1)
- Standard Application Form (Annex 2)
- Candidates list template (Annex 3)
- Info Note on EULEX KOSOVO internship scheme (Annex 4)

cc: CivCom Delegates