

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Rule of Law Mission in Kosovo  
(EULEX KOSOVO)  
2-2018 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>Internship</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 Mainstreaming	1	03 March 2019
	IEK-00007	Intern within the Human Rights and Legal Office	2	03 March 2019
	IEK-00009	Intern within the Press Office	1	03 March 2019
	IEK-00012	Intern within the Case Monitoring Unit	1	03 March 2019
	IEK-00013	Intern within Project Cell	1	03 March 2019
<b>Deadline for Applications:</b>	<b>Wednesday 12 December 2018, 17:00 hours Brussels time</b>			
<b>How to apply:</b>	<p>Interested intern applicants may apply either through their National Authorities or directly.</p> <p><b>Application through National Authorities:</b> Applicants, who wish to apply through National Authorities, should use the standard application form for intern applicants (Annex 2). It is essential that both the job title AND the corresponding reference number are clearly marked in the form. <b>National Authorities</b> nominating intern candidates are kindly requested to send the completed application form (Annex 2) to the following email: <a href="mailto:internship@eulex-kosovo.eu">internship@eulex-kosovo.eu</a></p> <p><b>Direct application:</b> Interested intern applicants, who wish to apply directly, should use exclusively the online application form, posted here <a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></p>			

	<p><b>General aspects:</b></p> <p>Applications using Annex 2 and/or send to above mentioned email, which are NOT send by a National Authorities, will not be accepted.</p> <p>Furthermore, only one application per intern will be accepted. If more than one application is received from the same candidate, only the one will be considered which was sent last. Applications submitted through the national authorities being given priority.</p> <p>Subject to the approval of the appropriate Budgetary Impact Statement the interns will deploy in Pristina from 03 March 2019 until 02 August 2019.</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>Mr Jean Viala</b>  <a href="mailto:jean.viala@eeas.europa.eu">jean.viala@eeas.europa.eu</a>  <b>Tel: +32 (0)2 584 34 36</b></p> <p>For questions from individual applicants:</p> <p style="text-align: center;"><b>EULEX KOSOVO/Human Resources</b>  <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a>  <b>Tel: +381 38 78 ext. 8878, 6604, 8844</b></p>

<b>Position:</b> Intern/Gender Mainstreaming	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00001 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 March 2019
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### Reporting Line:

The intern reports to the Gender Advisor, who is located within the Office of the Head of Mission.

### Main Tasks and Responsibilities:

- To assist in reviewing gender mainstreaming activities of EULEX KOSOVO;
- To support the Gender Advisor in the coordination of the gender focal-points network;
- To carry out an individual research-based task related to the mission's mandate and gender mainstreaming and based on the intern's area of interest;
- To assist the Gender Advisor in promoting external and internal gender-related activities of EULEX KOSOVO;
- To assist the Gender Advisor by preparing reports, briefings, memos and taking minutes;
- To carry out other tasks to assist the Gender Advisor in the implementation of the Mission's mandate as and where required.

### Education 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;
- Multicultural understanding;
- Good communication skills;
- Proficiency in oral and written English;
- Experience in drafting and structuring written materials effectively;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications.

#### Desirable

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or 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;
- Knowledge of gender/women, peace and security issues.

<b>Position:</b> Intern within the Human Rights and Legal Office	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00007 (2 positions)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 March 2019
<b>Component/Department/Unit:</b> Office of the Chief of Staff / Human Rights and Legal Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the HRLO;
- 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 HRLO by preparing briefings, taking minutes and preparing memos;
- To carry out other tasks to assist the HRLO in the implementation of the Mission's mandate in line with the operational documents of the Mission;
- To perform any other related tasks as requested by the Internship Supervisor and his/her delegate.

### Education 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.

#### Desirable

- 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.

<b>Position:</b> Intern within the Press Office	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00009 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 March 2019
<b>Component/Department/Unit:</b> Office of the Head of Mission /Press Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### **Reporting Line:**

The intern reports to the Head of Press Office/Spokesperson.

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

- To facilitate and assist the Press Office in creating and promoting a positive and transparent public image of EULEX KOSOVO through various channels and outreach activities;
- To contribute to the design and execution of outreach activities and public information 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 developing and maintaining the EULEX KOSOVO website and social media channels;
- To perform any other related tasks as requested by the Head of the Press Office/Spokesperson.

### **Education 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.

#### **Desirable**

- 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.

<b>Position:</b> Intern within the Case Monitoring Unit	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00012 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 March 2019
<b>Component/Department/Unit:</b> Monitoring Pillar / Case Monitoring Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### Reporting Line:

The intern reports to the Head of Case Monitoring Unit (CMU).

### Main Tasks and Responsibilities:

The intern's main tasks and responsibilities are

- To assist at the operational and strategic level, in the implementation of the Mission's mandate in line with the operational documents in the area of monitoring;
- In coordination with Mobile Monitors and Thematic Lead Monitors, monitor selected criminal and civil cases;
- In coordination with Mobile Monitors and Thematic Lead Monitors, report on monitoring activities and assess the performance of the justice system against domestic law and international human rights standards;
- To assist in the preparation of weekly reports and other papers;
- To perform research and analysis of legal problems and/or other issues, both at the level of Kosovo national legislation and at the level of the acquis of the European Union;
- To conduct research and analysis of relevant laws, rulings, procedure, and other documents;
- To liaise and communicate with external or internal counterparts as instructed;
- To attend internal meetings, seminars, round tables, workshops or working groups on topics related to the Case Monitoring Unit;
- 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 Head of CMU.

### Education 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;
- 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 and multi-cultural environment.

#### Desirable

- 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.

<b>Position:</b> Intern within the Project Cell	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00013 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 March 2019
<b>Component/Department/Unit:</b> Office of the Chief of Staff / Planning and Reporting Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### **Reporting Line:**

The intern reports to the Project Officer assigned as internship supervisor by the Head of Planning and Reporting Office.

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

The Project Cell, as part of the Planning and Reporting Office (PRO) under the umbrella of the Office of the Chief of Staff (OCoS), serves to contribute to the Mission's mandate implementation by facilitating the implementation of small scale projects (SSPs). Small scale projects are tools used to complement, contribute and support the Mission mandate and to unblock barriers to the implementation of the Mission Implementation Plan (MIP) activities.

- Support the Project Cell in designing and organising tailor-made training for project managers;
- Support the project managers in designing projects, drafting project proposals, assessing project relevance towards the Mission Implementation Plan (MIP), assessing feasibility and sustainability of the projects, as well as budget/cost effectiveness;
- Support the Project Cell in the monitoring of project progress and completion of final reports for SSPs in cooperation with project managers;
- Proofread documents related to the Project Cell such as Standard Operation Procedures (SOPs) and final reports;
- Assist in administrative tasks and budgetary planning such as drafting budgets, forecasting future financial needs and liaising with procurement and finance units;
- Undertake any other task as requested by the Project Officer or the Head of PRO.

### **Education 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, International Affairs or other relevant degree;
- Excellent communication skills coupled with proficiency in spoken and written English;
- 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 and multi-cultural environment.

#### **Desirable**



- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- Previous experience in project management;
- Some experience with administrative tasks and budgetary planning;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.