

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Rule of Law Mission in Kosovo  
(EULEX KOSOVO)  
1-2016 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 Mainstreaming	1	15 Aug 2016
	IEK-00007	Intern within the Human Rights and Legal Office	2	15 Aug 2016
	IEK-00009	Intern within the Press and Public Information Office	1	15 Aug 2016
	IEK-00012	Intern within the Strengthening Division	7	15 Aug 2016
<b>Deadline for Applications:</b>	Friday 10 July 2016, 17:00 hours Brussels time			
<b>E-mail address to send the Job Application Form to:</b>	<b>internship@eulex-kosovo.eu</b>			
<b>How to apply:</b>	<p>Interested intern 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 <u>and</u> 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> 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. No further documentation besides the standard application form for interns is necessary at this stage.</p>			

	The interns will deploy in Pristina from 15 August – 14 December 2016.
<b>Information:</b>	<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>  <b>cppc.eulexkosovo@eeas.europa.eu</b>  <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>  <b>HumanResources@eulex-kosovo.eu</b>  <b>Tel: +381 38 78 ext. 8878, 6846, 6337</b></p>

### Job Descriptions

<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> 15 Aug 2016
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Deputy 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 International Gender Advisor, who is located within the Office of the Deputy Head of Mission which oversees the work of the Gender Advisors.

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

- To collect and analyse lessons learned from gender mainstreaming activities of EULEX KOSOVO;
- To support the Gender Advisors in the coordination of the gender focal-points network;
- To assist the Gender Advisors in promoting its activities and the gender-related activities of EULEX KOSOVO;
- To assist the Gender Advisors by preparing briefings, memos and taking minutes;
- To carry out other tasks to assist the Gender Advisors 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;
- 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.

##### **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;
- 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.

<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> 15 Aug 2016
<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.

### **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 memos 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 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 ability to structure written materials effectively.
- Excellent legal analysis skills.
- Ability to work in a 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;
- 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 and Public Information Office	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00009 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Aug 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Press and Public Information Office (PPIO)	<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 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 developing and maintaining the EULEX KOSOVO website;
- To perform any other related tasks as requested by the Head of the PPIO.

#### **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 excellent written and verbal communication skills in 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 Strengthening Division	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00012 (7 positions)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Aug 2016
<b>Component/Department/Unit:</b> Strengthening Division	<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/Deputy Head of Strengthening Division, based on skills, knowledge and experience match to one of the five strengthening pillars.

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

As part of the Strengthening Division pool of interns, the intern will be allocated work consistent with his/her skill set and development requirements:

- 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, mentoring and advising (MMA);
- To assist in the preparation of weekly reports and other papers relevant to skills set;
- 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 support negotiations with local counterparts with regards to adoption of legal documents or other best practices;
- 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 Strengthening Division;
- 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.

### **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.