

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Rule of Law Mission in Kosovo  
(EULEX KOSOVO)  
2-2016 Call for Contributions for the Internship Scheme**

<b>Organisation:</b>	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)			
<b>Job Location:</b>	Western Balkans Region (Kosovo)			
<b>Employment Regime:</b>	Intern			
<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	09 January 2017
	IEK-00002	Intern within the Planning Office	1	09 January 2017
	IEK-00007	Intern within the Human Rights and Legal Office	2	09 January 2017
	IEK-00009	Intern within the Press and Public Information Office	1	09 January 2017
	IEK-00012	Intern within the Strengthening Division	5	09 January 2017
	IEK-00013	Intern within the Project Cell	1	09 January 2017
<b>Deadline for Applications:</b>	Friday 11 November 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>	Interested intern applicants should use the standard application form for intern applicants (Annex 2), in which they can apply <b>for one position only</b> . <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><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>Subject to the approval of the appropriate Budgetary Impact Statement the interns will deploy in Pristina from 09 January 2017 – 11 June 2017.</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>  <a href="mailto:cppc.eulexkosovo@eeas.europa.eu">cppc.eulexkosovo@eeas.europa.eu</a>  <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>  <a href="mailto:internship@eulex-kosovo.eu">internship@eulex-kosovo.eu</a>  <b>Tel: +381 38 78 ext. 8878, 6846, 6337</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> 09 January 2017
<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 draft a report on results and 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 or 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 Planning Office	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00002 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 09 January 2017
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<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 one of the Programme Managers who is assigned by the Head of Planning Office as internship supervisor. A Programme Manager has at least six years of working experience and manages his or her portfolio related to EULEX KOSOVO activities independently.

### Main Tasks and Responsibilities:

The Planning Office, as part of the Office of the Chief of Staff (OCoS), is the responsible unit to translate – jointly with the subject matter experts – the Operational Plan (OPLAN), approved by the Member States, into the Mission Implementation Plan (MIP) and the derived “MIP Actions”, which form the target agreement of the Mission’s concrete field activities. Each MIP Action entails specific expected results, objectively verifiable indicators (OVIs), activities and timelines, which further help to structure EULEX KOSOVO feedback to Brussels on the pace of the Mission’s activities, and to provide the senior management team with relevant information to steer the Mission’s activities. Planning Office therefore focuses on bringing EULEX KOSOVO activities in line with originally established goals and follows up on progress against previously established benchmarks. The main tool through which the Planning Office conducts the gathering of reports from the implementing units for progress updates is the EULEX KOSOVO online information system. The tasks and responsibilities are:

- Assisting Programme Managers in working with implementing units delivering on the mandate to ensure that their work is focused on achieving output;
- Supporting the development of the EULEX KOSOVO online info system by making it more user-friendly;
- Supporting the Programme Managers in uploading information on the EULEX KOSOVO online info system related to their area of work;
- Supporting the responsible Programme Manager in designing and organizing tailor-made trainings for implementing units (“MIP Owners”), related to the evaluation and assessment of Mission activities;
- Contributing to and proofreading documents related to the work of the Programme Managers, especially evaluation reports and presentations for external audiences;
- Contributing to the further development of evaluation methodologies;
- Undertaking any other task as requested by the Head of Planning Office or the Programme Manager supervising the intern.

## **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;
- 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;
- Experience in data collection and data analysis, as well as in the use of quantitative and qualitative research methodologies;
- Experience in monitoring and evaluation;
- Experience and/or interest in database management, bias towards IT tools;
- 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.

<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> 09 January 2017
<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 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 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 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> 09 January 2017
<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 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 Strengthening Division	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-00012 (5 positions)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 09 January 2016
<b>Component/Department/Unit:</b> Strengthening Division	<b>Level of Security Clearance:</b>	<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 their skill set and development requirements which include but is not restricted to:

- Assisting 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 the monthly 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 and 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.

### Qualifications and Experience:

#### Essential

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Public Administration, Social Sciences, Political Science – International Relations, 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 concept 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-000013 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 09 January 2017
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<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 Office.

### Main Tasks and Responsibilities:

- Support the Project Cell in designing and organizing tailor-made trainings for project managers;
- Support the Project Managers in designing the projects, drafting the project proposal, 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 in cooperation with project managers;
- Proofread documents related to the Project Cell such as 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 Planning Office.

### 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;
- 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;
- Previous experience in project management;
- Some experience with administrative tasks and budgetary planning;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with international organisations.