

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Rule of Law Mission in Kosovo
(EULEX KOSOVO)
1-2024 Call for Contributions for the Internship Scheme**

Organisation :	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)			
Job Location:	Western Balkans Region (Kosovo)			
Employment Regime:	Internship			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Total Vacancies	Available on
	IEK-0001	Intern within the Human Resources Division-Training	1	17 June 2024
	IEK-0003	Intern within the Forensic Medicine Team	1	17 June 2024
	IEK-0008	Intern within the Office of the Head of Mission	1	17 June 2024
Deadline for Applications:	16 April - 17:00 hours Brussels time			
How to apply:	<p>1) You have the nationality of an EU Member State, you must use Goalkeeper to apply:</p> <p>You are already registered on Goalkeeper and you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>a) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) Sponsored and direct candidates from Contributing Third States 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.</p>			

	<p>The completed application form should be sent to the following email: internship@eulex-kosovo.eu</p> <p>General aspects:</p> <p>Only one application per intern will be accepted. If more than one application is received from the same candidate, only the last one sent will be considered. Priority shall be given to the applications submitted through the national authorities.</p> <p>The interns will deploy in Pristina from 17 June 2024 until 16 November 2024.</p>
<p>Information:</p>	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC) Mr. Mikael KEKKONEN cpcc.eulexkosovo@eeas.europa.eu</p> <p>For questions from contracted candidates please contact the EULEX Human Resources Division HumanResources@eulex-kosovo.eu</p>

Position: Intern within the Human Resources Division - Training	Employment Regime: Internship	
Ref. Number: IEK-0001 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 17 June 2024
Pillar/Department/Unit: Office of the Chief of Staff/Human Resources Division	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The Intern reports to the Human Resources and Training Officer (HRTO) assigned as Internship Supervisor by the Head of Human Resources Division.

The Intern's main tasks and responsibilities:

- To assist the HRTO in coordinating external and in-Mission training for Mission staff members by providing logistics, administrative and technical support in their implementation and/or delivery.
- To support the HRTO in maintaining and amending the in-Mission training portfolio, including training design and implementation.
- To contribute in developing digital HR content, such as online courses or social media posts.
- To interview subject matter experts and conduct other research for the purpose of developing trainings relevant to the Mission.
- To undertake any other task as requested by the Human Resources and Training Officer or the Head of Human Resources Division.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a bachelor's degree in Educational Science, Psychology, Social Sciences, or other relevant degree.
- Maximum two (2) years of relevant work experience, after completion of educational requirements.
- Very good oral and written command of English.
- Excellent communication skills.
- Strong organisational and prioritisation skills.
- Candidates should be self-motivated and be able to demonstrate a can-do attitude.
- Excellent knowledge of principles and methods for curriculum and training designs.
- Good working knowledge of MS Office applications including Word, Excel and Powerpoint.

Desirable

- Experience in e-learning platforms.
- Experience in using Learning Management Systems (eg. Moodle).
- Experience in the Human Resources and/or Training field.
- Experience in working in a diverse working environment.
- 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.

Position: Intern within the Forensic Medicine Team	Employment Regime: Internship	
Ref. Number: IEK-0003 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 15 January 2024
Component/Department/Unit: Operations Support Pillar/Forensic Medicine Team	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The intern reports to the Head of the EULEX Forensic Team/Deputy Director of the Kosovo Institute of Forensic Medicine.

Main Tasks and Responsibilities:

The intern's main tasks and responsibilities are:

- Assist the forensic staff in performing the routine work in the field of missing persons at the Kosovo Institute of Forensic Medicine, according to her/his level of education and professional experience.
- Support duties in the forensic anthropology laboratory, including assisting in the preparation of human remains for examination and documentation of findings.
- Assist and contribute to the organization and compilation of relevant data related to missing persons cases.
- Assist the forensic staff in the preparation of selected meetings with local counterparts at the Kosovo Institute of Forensic Medicine.
- Understand and respect the confidentiality of cases.
- Undertake any other task requested by the Head of the EULEX Forensic Team.

Education and Experience:

Essential

- Completion of minimum three years of university studies corresponding to a bachelor's degree in medical sciences, or other relevant degree.
- Maximum two (2) years of relevant work experience, after completion of educational requirements.
- Very good oral and written command of English.
- Computer literacy.
- Be able to work in a sometimes stressful and demanding environment.
- High motivation

Desirable

- Knowledge of forensic medicine or other related forensic sciences.
- Previous experience or knowledge in collection and sorting of relevant data.
- Experience in working in a diverse working environment.
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Intern within the Office of the Head of Mission	Employment Regime: Internship	
Ref. Number: IEK-0008 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 17 June 2024
Pillar/1st Level Department/Unit: Office of the Head of Mission	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The Intern reports to the Head of Head of Mission Office and the Senior Political Advisor.

Main Tasks and Responsibilities:

- To assist the Head of Office in carrying out a wide range of tasks and activities within the Office as delegated.
- To gather and collate relevant information to prepare briefing materials for internal and external engagements.
- To assist in drafting relevant non-confidential correspondence and other documentation as requested by the Head of Office.
- To monitor relevant developments and issues related to the work of the Office and report to the Head of Office on a regular or ad hoc basis as instructed.
- To carry out research and analysis on issues related to the fast-evolving needs and priorities within the Office and, as much as possible, based on the intern's areas of interest.
- To attend internal and external meetings and liaise with relevant counterparts, as appropriate, with or on behalf of the Head of Office.
- To assist the Senior Political Advisor and Political Officer in the Office of the Head of Mission with different reports, Talking Points and materials.
- To carry out any other tasks to assist the Head of Office in his/her daily work as and where required.

Education and Experience:

Essential

- Completion of minimum three years of studies corresponding to a bachelor's degree in political sciences, Law, European Studies, International Relations, Diplomacy or other relevant degree.
- Maximum two (2) years of relevant work experience, after completion of educational requirements.
- Very good oral and written command of English.
- Good understanding of the legal and rule of law framework, as well as the politics, culture and history of Kosovo.

- Self-motivated and committed to continuous learning.
- Multicultural understanding.
- Strong drafting and analytical skills.
- Proficient in Microsoft Office applications.

Desirable

- Enrolment in further studies in the above-mentioned areas, leading towards a Master's or Doctorate, or equivalent.
- Knowledge of the functioning of the EU and, in particular, EU Common Security and Defence Policy instruments and actors, including CSDP Missions and Operations.
- Knowledge of the international peace and security framework, actors and main issues, as well as good understanding of the mandate of international and local organisations operating in areas relevant to EULEX Kosovo's mandate in Kosovo.