



Vacancies and Job Descriptions

Division/1st Level Department	Department/Unit	Region	Position Reference	Position Title	Vacancies
Office of the Chief of Staff	Press and Public Information Office	Pristina	IEKLS 003	Intern within the Press and Public Information Office	1
Security and Health Department	Medical Unit	Pristina	IEKLS 006	Intern within the Medical Unit	1
Operations Department	Correctional Unit	Pristina	IEKLS 009	Intern within the Correctional Unit	1

Title: **Intern within the Press and Public Information Office Ref. no: IEKLS 003**

Region: **Pristina**

Reporting Line:

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

Main Tasks and Responsibilities:

- To facilitate and assist the Press and Public Information 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 and Public Information 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.
- Maximum two (2) years of relevant professional experience, after completion of minimum educational requirements.
- Excellent drafting, interpersonal and communication skills.
- Very good oral and written command of English.
- Excellent oral and written command of Albanian and/or Serbian.
- Computer literacy.
- Be able to work in a sometimes stressful and demanding environment.
- High motivation.
- Proficient in Microsoft Office applications and social media platforms.
- Good knowledge of the functioning of the EU and in particular CSDP Missions.
- High degree of trustworthiness and confidentiality.
- Attention to detail.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural environment.

Desirable

- Knowledge of graphic design software.

Title: **Intern within the Medical Unit**

Ref. no: **IEKLS 006**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of Medical Unit.

Main Tasks and Responsibilities:

- To assist the medical staff in performing the routine work in the out-patient clinic, emergency room and mobile medical services, according to her/his level of education and professional experience.
- To provide medical care under supervision, according to her/his level of competencies.
- To support duties in the reception area, assist in collection of medical data and prepare medical statistic and reports.
- To assist and contribute to the medical training programs delivered by the EULEX medical staff.
- To treat patients fair and equal regardless of ethnical background.
- To understand and respect the patient confidentiality.
- To undertake any other task requested by the Head of Medial Unit.

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 of two (2) years of relevant work experience, after completion of educational requirements.
- Very good oral and written command of English.
- Excellent oral and written command of Albanian and/or Serbian.
- Proficient in Microsoft Office Applications.
- Be able to work in a sometimes stressful and demanding environment.
- High motivation.

Desirable

- Knowledge of emergency medicine and general medicine practice.
- Enrolment in further studies in the above-mentioned areas.
- Previous experience or knowledge in collection and statistic interpretation of medical data.
- Experience in working in a diverse working environment.
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Title: **Intern within the Correctional Unit**

Ref. no: **IEKLS 009**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of the Correctional Unit/Advisor to the Head of Kosovo Correctional Service (KCS).

The Correctional Unit (CU) monitors, mentors, and advises (MMA) the Kosovo Correctional Service (KCS) and Kosovo Probation Service (KPS). CU supports the senior management of the KCS and KPS activities in terms of leadership and management principles through MMA activities, including a continued EULEX presence in KCS facilities and KPS field offices to support the development of fair and equal treatment of prisoners and KPS clients respecting human rights and other international standards, with particular interest on rehabilitation and reintegration activities.

The MMA tasks of the CU include assessing and supporting the development of the KCS and KPS strategic approach, consulting on relevant sub-legal acts and regulatory framework, providing training & projects on areas identified requiring development towards international standards, and good practices. Furthermore, CU monitors the treatment of radicalized, non-majority, and vulnerable prisoners within the KCS facilities.

Main Tasks and Responsibilities:

In coordination with CU staff to:

- participate in the monitoring activities and field visits to the KCS facilities and KPS regional offices and report on the activities.
- assist in the preparation and drafting of reports and other documents specific to the Correctional Unit's mandate.
- perform research and analysis of detention-related topics, both at the level of Kosovo national legislation and at the level of the acquis of the European Union.
- liaise and communicate with external or internal counterparts in coordination with CU staff.
- attend and assist in internal meetings, seminars, round tables, workshops, or working groups on topics related to the KCS and KPS.
- organize, take minutes of meetings, and follow up on possible action points.
- perform any other related tasks, as instructed by the Head of the CU.

Education and Experience:

Essential

- Completion of a minimum of three (3) years of studies corresponding to a Bachelor's degree in Law, Criminology, or Social Sciences.
- Maximum two (2) years of relevant professional experience, after completion of minimum educational requirements.
- Very good oral and written command of English.
- Excellent oral and written command of Albanian and/or Serbian.
- Computer literacy.
- Ability to work in a sometimes stressful and demanding environment.
- High motivation.



- Understanding and compliance with duty tasks related confidentiality requirements.
- Strong note-taking skills and ability to produce accurate meeting minutes.
- Excellent drafting skills and ability to structure written material effectively.
- Good organisation skills and ability to multi-task.
- Ability to establish and maintain effective working relationships within a team in a multi-cultural environment.
- Knowledge of the justice system in Kosovo in relation to corrections and probation.

Desirable

- Enrolment in further studies in the above, leading towards a master's or doctorate degree, or the equivalent.
- Knowledge of the functioning of the EU and in particular CSDP Missions.
- Knowledge of the official languages in Kosovo.
- 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.
- Experience with international organisations.