ANNEX 1

EULEX KOSOVO Internship Programme

The below articles outline the rules and procedures for the EULEX KOSOVO Local Internship Programme.

The internship period is tentatively from 11 January 2027 to 10 June 2027

1 - Purpose

The purpose of the internship with the EULEX KOSOVO Mission shall be to give participants of the programme the opportunity to:

1. to learn about the implementation of the Common Security and Defence Policy (CSDP) of the European Union through experiencing the day-to-day work of the EULEX Kosovo Mission.
2. to develop their personal and professional expertise; and
3. to enable them to further and to put into practice their academic knowledge.

At the same time the EULEX Kosovo Mission:

- benefits from the input of young academics and professionals who can provide a fresh point of view, thus enriching the everyday work of the Mission.
- develops further its cooperation efforts with the academic community.
- widens the interest for and raise awareness towards CSDP Missions amongst .

The internship programme is NOT an instrument to fill gaps or substitute the personnel resources needed in the Mission.

2 - Participants

The programme is aimed at Kosovo young graduates with no more than two years of work experience.

The minimum eligibility **requirement is completed university studies** with a minimum of three years, attested by diploma and a maximum of two years of professional experience after having fulfilled the educational requirements.

General requirements for the participants are the following:

- be at least 18 years old.
- very good command of spoken and written English.
- display the required competencies that all Mission members should possess, a high level of respect for diversity, integrity and flexibility.
- fulfil any other requirement mentioned in the published internship programme and/or listed in the job description of internship position they are applying for.
- have not previously participated in EULEX Kosovo Internship Programme.
- highly motivated.
- completion of mandatory e-courses: Code of Conduct, Missionwise, Safe.

Admission to an internship shall not entitle interns to future employment or give them priority to be recruited for any of the positions in EULEX KOSOVO. Furthermore, no application as contracted staff should be allowed during the internship and within 6 months of its termination.

3 - Application procedure

The internship positions will be launched on the EULEX KOSOVO website.

Further documentation is not required for the initial application. References can be sought by the selection panel if needed.

4 - Selection

Candidates considered to be most suitable will be short-listed and interviewed by video call, before the final selection is made. The assessment may be complemented by a written test.

5 - Administrative arrangements prior and upon deployment

Prior to deployment, the interns have to present:

- a copy of valid National ID Card.
- certificate from the Municipal Court in the area of residence, stating no prior criminal conviction (s).
- Residence in Kosovo.
- a copy of the University degree or equivalent.
- proof of employment, if applicable.
- The duly completed EULEX Mission Pre-employment Medical Examination form, together with the required supporting documentation, to be submitted to Medical Unit.

On entry to the Mission the interns shall "check-in", including:

- Register in the Personnel Database.
- Sign a Confidentiality Acknowledgement form.
- Obtain intern's ID.
- Be provided with an official email account.
- Participate in the Induction Training.

6. – Working hours/leave entitlements

- Interns shall have the same working hours as EULEX KOSOVO staff.

- Interns earn two days of leave per completed month of internship, counting from the start of the internship contract.

7 - Access to working premises and assets

It is the receiving office's/supervisor's responsibility to ensure that the intern has an appropriate working place, desk, chair, lamp, computer, radio and phone.

Interns will not be granted a pin code to place international calls.

Interns will not have access to drive EULEX KOSOVO vehicles.

Upon completion of the internship, the intern shall receive a EULEX KOSOVO Internship Certificate stating the unit and duration of service of the internship.

8 - Administrative status

The intern shall be subject to the authority of the Head of Mission and the authority delegated by him to the Heads of Pillars and Offices.

An internship agreement covering the legal obligations of EULEX KOSOVO will be signed with the selected interns upon their check in to the mission.

Interns are in particular, exempt from travel and other allowances.

9 - Security

Interns will only be deployed to Pristina region.

All security arrangements for EULEX KOSOVO local staff will be applicable to EULEX KOSOVO interns.

The supervisor/ mentor will ensure that the intern will not have access to EU Classified Information, as well as personal, medical and financial data.

10 - Financial arrangements

Interns shall receive an allowance of € 220 per month, payable at the end of each month and an additional amount of € 90 for Commuting &Moving Allowances.
The amounts are subject to Tax and Pension Fund Contribution.

11 - Insurances, Medical, etc

EULEX KOSOVO will arrange and pay for health insurance coverage, for the period of internship.