Title: **Intern within the Head of Mission Office Ref. no: IEKLS 001**

Region: **Pristina**

**Reporting Line:**

The intern reports to the Head of the Head of Mission Office.

**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 assist in implementing small-scale projects under the responsibility of the Office and other ad hoc projects as requested;
* 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 Human Rights Advisor in the Head of Mission’s office in the development of materials and tools for mainstreaming human rights in the implementation of the Mission’s mandate;
* 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 university studies corresponding to a Bachelor’s degree in Political Sciences, Law, European Studies, International Relations or any other related fields;
* Maximum of two (2) years of relevant work experience, after completion of minimum educational requirements;
* 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;
* Experience in drafting, structuring and tailoring written materials;
* Good communication skills;
* Very good written and oral command of English;
* Excellent oral and written command of Albanian and/or Serbian;
* Well-organized and able to multi-task;
* 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.