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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0001                                  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Specialist Prosecutor's Office | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Specialist Prosecutor.

### Main Tasks and Responsibilities:

- To conduct in-depth legal research and analysis of legal issues deriving from the daily work of the Specialist Prosecutor's Office (SPO). Research into domestic law issues, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in conducting document and evidence searches, review and analysis, including the analysis of testimonies, statements and documents, and to produce summaries when required;
- To assist in the preparation of legal memoranda and other documents, as requested by the Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To perform any other related tasks as requested by the Supervisor and his/her delegate.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law, Political Science or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications and willing to learn other software programmes utilised by the Specialist Prosecutor's Office;
- Able to adapt to multicultural and multilingual working environments.

#### Desirable

- International work experience;
- Practical experience working within a national judicial system;
- Good working knowledge of a second language;
- Knowledge of international criminal law, international humanitarian law, or international human rights law;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern   | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0002   | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Judicial Services Division/<br>Court Management Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Head of Court Management Unit.

**Main Tasks and Responsibilities:**

- To assist the Court Management Unit in the development and refinement of court administration procedures;
- To conduct research on matters of procedure and good practice in relation to court management;
- To assist staff of the Court Management Unit in day-to-day activities and tasks of the unit;
- To assist the Project Team working on the electronic court management system;
- To assist the Project Team in the coordination of stakeholder’s meetings, by preparing briefings, taking minutes and preparing memos;
- To assist in documenting the stakeholder’s input;
- To assist in drafting, preparation and follow-up of test scripts;
- To assist in the follow-up of change requests and testing of changes to the current workflows of various stakeholders;
- To assist in the analysis of test results and verification of implementation of agreed solutions;
- To carry out other tasks to assist the Project Team in line with the operational needs of the project;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office;
- The field of studies should be Public International Law, Criminal Law, Public Administration, or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- Completion of a minimum of three (3) years of studies corresponding to a Bachelor’s degree with specialisation in Law or Political Sciences;
- Interest in project management;

- International experience;
- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0003  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Immediate Office of the Registrar<br>(assignments to the other units within<br>Judicial Services Division possible) | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Immediate Office of the Registrar.

### Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the respective unit. Research into domestic law issues, international criminal law, public international law, human rights or the institutional law of international organizations, as required by the relevant unit;
- To assist in the preparation of legal memoranda and other documents, as requested by the Supervisor and his/her delegate;
- To assist by preparing briefings, taking minutes and preparing memos;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- International experience;
- Knowledge of the international criminal law, public international law, international or European human rights law or the institutional law of international organizations or of the European Union;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0004.1  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Immediate Office of the Registrar/<br>Information Governance Office | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Senior Information Management and Records Advisor.

**Main Tasks and Responsibilities:**

- To support the work of the IT and Information Security Officer to further the IT and information security controls of the organisation;
- To support the assessment of information systems and IT infrastructure and elaborating the controls against unauthorized access to systems, networks, and data;
- To research risk and vulnerability aspects of information systems and features to identify vulnerabilities, risks, and protection needs;
- To assist in assessments of technologies and answering of user questions;
- To assist in designing and filling the ISMS registration;
- To assist in the follow-up of IT changes to the current workflows of various stakeholders;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office;
- The field of studies should be Informatics, Computer Science, Software Development, IT Management, Telecommunications, Digital Forensics or any other related area;
- Good communication skills coupled with a high level proficiency in oral and written English;
- Good drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- Knowledge of development in privacy law;
- International experience;
- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern (Library)  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0004.2  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Immediate Office of the Registrar/<br>Information Governance Office | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The Intern (Library) reports to the Senior Information and Records Management Advisor through the Information and Records Management Officer.

### Main Tasks and Responsibilities:

- To support the Information and Records Management Officer in fulfilling the Library Services;
- To process the Library tasks, including cataloguing, shelving, circulation and research enquiries;
- To update the Library intranet page;
- To update the Integrated Library System;
- To contribute to ongoing planning and development of the Library Services;
- To liaise with the Library Service providers in ensuring delivery;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Information and Library Science, Archives Management or related, such as Museum Studies or Digital Curation;
- Good communication skills coupled with a high level proficiency in oral and written English;
- Good drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- Prior experience in Library or information management roles;
- Microsoft SharePoint experience;
- Knowledge of MARC21 Format for Bibliographic Data;
- Knowledge of Cataloguing Classifications, specifically The Dewey Decimal System (DDC);
- Experience working with various Metadata Standards such as Resource Description and Access (RDA); Metadata Object Description Schema (MODS);
- Prior working experience in a national and/or international criminal or hybrid court;
- International experience;
- 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.

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| <b>Position:</b><br>Intern   | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0005   | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Public Information and<br>Communication Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Head of Public Information and Communication Unit.

**Main Tasks and Responsibilities:**

- To provide inputs in drafting and editing of texts, speeches, talking points, web material, etc.;
- To be involved in the social media aspects of the Kosovo Specialist Chambers (KSC);
- To collect material for various public information products;
- To assist in various outreach and event management activities;
- To conduct media monitoring and analysis;
- To conduct research of various topics and maintain unit's databases;
- To assist with administrative tasks of the unit in particular in regards to procurement and finance;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Media, Journalism, Law, Political Sciences, International Relations or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge and interest in international criminal courts, transitional justice and international relations;
- Experience in institutional outreach and social media activities;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo and Serbia;
- Knowledge of Serbian and/or Albanian language.

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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0007  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Human Resources Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of Human Resources Unit.

**Main Tasks and Responsibilities:**

- To assist in the drafting of essential policies, documentation and reports related to the Human Resources Unit;
- To carry out background research and assist in the Human Resources related projects;
- To assist in the compilation of data and production of Excel reports and charts;
- To assist in the maintenance of the filing and archiving system;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Business Management, Public Administration, Information Technology, Human Resources Management or any other related area;
- Excellent communication skills coupled with a high level proficiency in oral and written English;
- Excellent drafting skills;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications, particularly in Excel;
- Multicultural understanding.

Desirable

- International experience;
- Legal background;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.



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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0008  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Procurement Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of Procurement Unit.

**Main Tasks and Responsibilities:**

- To assist the Procurement Unit in the performance of its duties deriving from daily work;
- To assist with processing procurement case files (conduct market research and vendor sourcing, document drafting, information analysis);
- To prepare minor purchasing files;
- To perform relevant project or system improvement tasks;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office;
- The field of study should be Business Studies or Public Administration, Economics, Finance, or Commercial Law related to Procurement and Contracting, Supply Chain Management, Commercial Contract or International Trade Law, or any other related area;
- Excellent communication skills coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Effective numerical skills;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in standard desktop ICT technology and applications, such as Microsoft Office applications;
- Multicultural understanding.

Desirable

- International experience;
- Knowledge of the functioning of the EU;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0009  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Facility Management and General<br>Services Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Facility Management and General Services Unit.

### Main Tasks and Responsibilities:

- To work in collaboration with the Head of Facility Management and General Services Unit to produce detailed working drawings, specifications and associated terms of reference for internal procurement processes;
- To use IT in design and project management, specifically using computer-aided design software;
- To make research of various topics;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies or specialisation should be Architecture, Engineering or Facility Management or any other related area;
- Excellent communication skills, coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Proficient in AutoCad;
- Multicultural understanding.

#### Desirable

- A completion of a minimum of three (3) years of studies corresponding to a Bachelor's Degree with a specialisation in Architecture/Engineering;
- Knowledge of the functioning of the EU;
- Knowledge of Dutch language.

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| <b>Position:</b><br>Intern  | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0010  | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Ombudsperson's Office | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Legal Officer of the Ombudsperson's Office.

**Main Tasks and Responsibilities:**

- To conduct legal research and analysis of legal issues deriving from the daily work of the Office. Research domestic, European and international law issues, with particular emphasis on relevant Human Rights Law instruments;
- To assist in the drafting of legal memoranda and other documents relating to the office's mandate, as requested by the Legal Officer;
- To assist in the organization, management and registration of internal filings;
- To perform any other related tasks as requested by the Supervisor.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law, with specialization in Human Rights or International Criminal Law;
- Excellent communication skills coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- A postgraduate, who has graduated from the University;
- International experience;
- Experience with independent human rights monitoring bodies;
- Knowledge of the functioning of the EU;
- Good understanding of the political, cultural, legal and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern (IT Service Management)   | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0011.1   | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Information Technology Services<br>Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Information Technology Services Unit.

### Main Tasks and Responsibilities:

Under the supervision of the Supervisor

- To assist in customizing the IT Service Management tools of the Kosovo Specialist Chambers (KSC) towards the IT Service Management processes of the KSC by
  - Assessing the IT Service Management architecture and process,
  - Redesigning, documenting and visualizing service processes,
  - Interviewing stakeholders,
  - Defining workflows,
  - Designing screens,
  - Integrating signature pads,
  - Adding messaging and alerting,
  - Collecting statistics on usage and performance and
  - Documenting processes;
- To assist in building a service catalogue and defining its invocation and service levels;
- To assess new service technologies, tools and architectural concepts of interest to the KSC;
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- Excellent communication skills coupled with a high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- A completion of minimum of three (3) years of studies corresponding to a Bachelor's degree with a specialisation in IT or Process Management or any other related area;
- International experience;

- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern (Network Engineering)   | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0011.2   | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Information Technology Services<br>Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The Intern reports to the Internship Supervisor as assigned by the Head of Information Technology Services Unit.

### Main Tasks and Responsibilities:

- To support the Information Technology Services Unit in strengthening its IT operations processes;
- To assist in modelling the IT universe and identify correlations;
- To assist in the implementation of Nagios (IT Infrastructure Monitoring) by adding sources (systems, networks and infrastructure), tests and alerts;
- To assist in analyzing logs and creating log reports;
- To visualize the network and functions on it;
- To assess new technologies, tools and architectural concepts of interest to the Kosovo Specialist Chambers (KSC);
- To perform any other related tasks as requested by the Supervisor.

### Education and Experience:

#### Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- Excellent communication skills coupled with high a level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

#### Desirable

- A completion of a minimum of three (3) years of studies corresponding to a Bachelor's degree with a specialisation in IT or any other related area;
- International experience;
- Knowledge of the functioning of the EU;
- Understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Intern   | <b>Employment Regime:</b><br>Internship  |  |
| <b>Ref. number:</b><br>I-2019-0012   | <b>Location:</b><br>The Hague, the Netherlands                                   | <b>Availability:</b><br>May-August 2019              |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Finance and Budget Unit | <b>Security Clearance Level:</b><br>No Personnel Security<br>Clearance is needed | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Intern reports to the Internship Supervisor as assigned by the Head of the Finance and Budget Unit.

**Main Tasks and Responsibilities:**

- To assist in the drafting of essential policies and documents for accounting, financial and budgeting processes in line with relevant existing internal and EU rules, legal instruments and relevant instructions;
- To assist in the preparation of the necessary materials and provision of training to relevant actors on proposed policies;
- To produce high quality outputs within the agreed deadlines;
- To report on a regular basis on the progress and status of the assignment(s) and to plan accordingly;
- To perform any other related tasks as requested by the Supervisor and his/her delegate.

**Education and Experience:**

Essential

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Law, Public Administration, Economics, Finance or any other related area;
- Excellent communication skills, coupled with high level proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office applications;
- Multicultural understanding.

Desirable

- A completion of minimum of three (3) years of studies corresponding to a Bachelor's degree;
- Knowledge of the functioning of the EU and applicable EU financial rules and related policies;
- Work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.