

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p style="text-align: center;">European Union Rule of Law Mission in Kosovo EULEX 1-2026 Call for Contributions for the Internship Scheme Requirements and Job Descriptions</p>				
Organisation:	European Union Rule of Law Mission in Kosovo			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Intern Positions (2)</u>			
	IEK-0002	Intern within the Office of the Head of Operations	Pristina	20 July 2026
	IEK-0003	Intern within the Forensic Medicine Team	Pristina	20 July 2026
Deadline for applications:	Monday, 1 June 2026, at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) 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) <i>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.</i></p> <p><i>The completed application form should be sent to the following email:</i></p> <p style="text-align: center;">internship@eulex-kosovo.eu</p>			
Information:	For questions from the National Authorities, please contact			

the Civilian Operations Headquarters (CivOpsHQ):

Ms. Leire MARTIN

CIVOPSHQ-HR-EULEX-Kosovo@eeas.europa.eu

+32 (0)2 584 60 89

For questions from direct candidates, please contact the EULEX Human
Resources Division

HumanResources@eulex-kosovo.eu

Position: Intern within the Office of the Head of Operations	Employment Regime: Internship	
Ref. Number: IEK-0002 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 20 July 2026
Component/Department/Unit: Office of the Head of Operations	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line:

The Intern reports to the Head of Operations.

Main Tasks and Responsibilities:

- To support the Head of Operations/Special Assistant to the Head of Operations in systemising information and documents of the Office of the Head of Operations and in developing and implementing, information management practices that best address the needs of the Office.
- To support the Head of Operations in analysing and assessing the development and progress of the Department's performance against the Mission's mandate and the benchmarks outlines in the respective planning documents and the Mission Implementation Plan.
- To gather and collate relevant information to prepare briefing materials for internal and external engagements of the Head of Operations.
- To prepare, for each Unit of the Operations Department a dedicated presentation for internal and external use.
- To assist in drafting relevant non-confidential correspondence and other documentation as requested by the Head of Operations/Special Assistant to the Head of Operations.
- To assist the Head of Operations/Special Assistant to the Head of Operations with aspects of Mission representation, e.g. preparing presentations and materials.
- To assist in research and analysis on issues related to matters related to the implementation of the Mission.
- To attend internal and external meetings and liaise with relevant counterparts, as appropriate, with the Head of Operations.
- To carry out any other tasks to assist the Head of Operations and the Special Assistant to the Head of Operations in their 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, Information Management 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.
- Self-motivated and committed to continuous learning.
- Multicultural understanding.
- Strong drafting and analytical skills.
- Proficient in Microsoft Office applications.

Desirable

- Understanding of the legal and rule of law framework, as well as the politics, culture and history of Kosovo.
- 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.
- Knowledge of and/or previous experience related to information management.

Position: Intern within the Forensic Medicine Team	Employment Regime: Internship	
Ref. Number: IEK-0003 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 20 July 2026
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 Medicine Team (FMT).

Main Tasks and Responsibilities:

- To assist in performing the routine work of the EULEX FMT at the Kosovo Institute of Forensic Medicine (IFM), according to her/his level of education and professional experience.
- To support duties in the forensic anthropology laboratory, including assisting in the preparation of human remains for examination and documentation of findings.
- To support duties in field operations, namely in the search and recovery of skeletal remains.
- To contribute to the compilation, organization and analysis of relevant data related to missing persons cases.
- To understand and respect the sensitivity of cases and related information.
- To 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 Forensic Anthropology, Biological/ Physical Anthropology, Forensic Archaeology, 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.
- Ability to perform in a sometimes stressful and demanding environment.
- High motivation

Desirable

- Working knowledge of forensic anthropology, forensic archaeology or other related forensic sciences.
- Previous experience or knowledge in collection and sorting of large volumes of data.
- Experience in working in a diverse working environment.
- Knowledge of the functioning of the EU and in particular CSDP Missions.