EUROPEAN EXTERNAL ACTION SERVICE

Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office
Internship Call for Contributions (CfC) 2-2023

Organisation:	**Kosovo Specialist Chambers and Specialist Prosecutor's Office**		
Job Location:	**The Hague, the Netherlands**		
Employment Regime:	**Internship**		
Vacancy Notice:	**Ref. number**	**Position**	**Availability as of**
	I-2023-0001.2	Intern within the Specialist Prosecutor's Office	January 2024
	I-2023-0003.2	Intern within the Chambers Legal Support Unit	January 2024
	I-2023-0005	Intern within the Public Information and Communication Unit	January 2024
	I-2023-0010	Intern within the Ombudsperson's Office	January 2024
Deadline for Applications :	**31st of October 2023 at 17:00 hours (Brussels time)**		
Applications must be submitted:	**1. For Internship applicants from the EU Member States:** **The Internship Application Form**, including **its Addendum (Annex 3 to be filled in manually and uploaded)**, shall be submitted via one of the following links: **1.1. For Internship applicants supported by their EU Member State** *("seconded" status)*: **https://goalkeeper.eeas.europa.eu/registrar/web** **1.2. For Internship applicants from EU Member States applying directly** to the Kosovo Specialist Chambers and Specialist Prosecutor's Office *("contracted" status)*: **https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do** **2. For Internship applicants from the Third Contributing States:**		

	The Internship Application Form (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, shall be sent to one of the following email addresses only: **2.1. For Internship applicants supported by their Third Contributing State** *("seconded" status)*: Civilian Planning and Conduct Capability (CPCC) **schr@eeas.europa.eu** **2.2. For Internship applicants from the Third Contributing States applying directly** to the Kosovo Specialist Chambers and Specialist Prosecutor's Office *("contracted" status)*: **internship@scp-ks.org** Only one Internship Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.
Information:	For additional information from National Authorities, please contact: **Civilian Planning and Conduct Capability (CPCC)** **Mr Mikael Kekkonen** **schr@eeas.europa.eu** **Mobile**: +32 (0) 460 84 3848

Internship – Interns are undergraduates or postgraduates, in particular a) students, b) young professionals, who recently graduated from University and c) professionals who have graduated from University and who will use the experience of the Internship for further studies or scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

The Kosovo Specialist Chambers and Specialist Prosecutor's Office provides Interns with a practical and educational experience whereby they learn about the work of the units to which they are assigned, and assist the staff members of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in discharging their duties. The Kosovo Specialist Chambers and Specialist Prosecutor's Office affords Interns the opportunity to develop a more profound understanding of the organization and its mandate.

Duration of Internship – The duration of Internship shall normally not exceed six (6) months. Applicants are expected to be available for the full duration of the Internship.

Financial Arrangements – Internships at the Kosovo Specialist Chambers and Specialist Prosecutor's Office are not remunerated. Interns will normally be granted a Living Allowance of € 750 per month. It is the Intern's own responsibility to ensure whether a Living Allowance, paid by the Kosovo Specialist Chambers and Specialist Prosecutor's Office, is taxable in his/her home country.

Health Insurance – For Interns, to whom the Kosovo Specialist Chambers and Specialist Prosecutor's Office grants a Living Allowance, the Kosovo Specialist Chambers and Specialist Prosecutor's Office shall arrange ~~for~~ and pay for an adequate health insurance which shall be valid during the period of Internship.

A. Essential Requirements

Citizenship – Citizenship of an EU Member State or of a Contributing Third State[1].

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor's Office. They are not allowed to provide or discuss of any information or a document as a result of ~~an~~ access to the information related to the Kosovo Specialist Chambers and Specialist Prosecutor's Office or respective tasks and activities.

Security clearance - No personal security clearance is required, as the Interns will have no access to classified material. The selected candidates shall present a valid Criminal Record Check or a Certificate of Good Conduct, which is not older than six (6) months.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Language Skills – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.
Health – The candidates must be physically and mentally fit and in good health. A selected candidate must submit a Medical Certificate (in English and not older than six (6) months) from a duly qualified medical practitioner certifying that s/he is in good health and fit to work and travel. The cost of this certificate or any related medical examinations, if applicable, is to be borne by the candidate.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Education – 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 scientific research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

B. Desirable Requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards.

Knowledge of the Balkans Area – The candidates should have a good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

Language – Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian and/or Albanian) is an asset.

C. Essential Documents for Selected Candidates

Education – A certified copy of the University Degree or alternatively, if enrolment is sufficient, a certified copy of a document showing the courses attended at University. Furthermore, certified copies of any other requirements laid down in the relevant vacancy announcement.

Passport – The selected candidates must have a passport from their respective National Authorities.

Visas – The selected candidates shall present a valid visa, if required (for non-EU nationals). The Kosovo Specialist Chambers and Specialist Prosecutor's Office shall, upon request, provide the candidates with a declaration that they are accepted as Interns at the Kosovo Specialist Chambers and Specialist Prosecutor's Office, subject to fulfilment of the requirements in the CfC for the purposes of obtaining a visa.

[1] Canada, Norway, Switzerland, Turkey and the United States of America

Police Record Check/Certificate of Good Conduct – The selected candidates shall present a valid Police Record Check or a Certificate of Good Conduct, which is not older than six (6) months.

Medical Certificate – The selected candidates should provide a recent Medical Certificate (in English) from a duly qualified medical practitioner certifying that they are in good health and fit to work and travel, which is not older than six (6) months.

D. Additional Information on the Selection Process

Selection Process – The candidates considered to be the most suitable will be shortlisted and, if needed, interviewed by Zoom video or by phone before the final selection is made. The evaluation of qualified candidates may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, a candidate may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutors Office may contact the candidate for clarification and follow-ups.

Information on the Outcome – The candidates will be informed about the outcome of the selection process after its completion.

E. Data Protection

The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website. For specific information on personal data protection related to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

Position: Intern within the Specialist Prosecutor's Office	**Employment Regime:** Internship	
Ref. number: I-2023-0001.2	**Location:** The Hague, the Netherlands	**Availability as of:** January 2024
Component/Department/Unit: Specialist Prosecutor's Office	**Security Clearance Level:** No Personnel Security Clearance is needed - Police record required	**Open to Contributing Third States:** 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 assist in court proceedings as necessary;
- To assist with document management, including disclosure;
- To perform any other related tasks as requested by the supervisor and his/her delegate.

Essential Qualifications and Experience:

- 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-organised and able to multi-task;
- Proficient in Microsoft Office applications and willing to learn other software programmes utilised by the Specialist Prosecutor's Office;
- Ability to maintain confidentiality;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience

- Previous experience in an international environment;
- Practical experience working within a national judicial system;
- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian and/or Albanian) will be considered a strong asset;

- Knowledge of international criminal law, international humanitarian law, or international human rights law;
- Knowledge of the functioning of the EU;
- Understanding of the historical, political, legal, cultural and security situation of the Balkans, in particular Kosovo.

Position: Intern within Chambers Legal Support Unit	**Employment Regime:** Internship	
Ref. number: I-2023-0003.2	**Location:** The Hague, the Netherlands	**Availability as of:** January 2024
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers Legal Support Unit	**Security Clearance Level:** No Personnel Security Clearance is needed - Police record required	**Open to Contributing Third States:** Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To conduct legal research and analysis of legal issues deriving from the daily work of the respective Unit;
- To conduct research into domestic law, international criminal law, international humanitarian law, public international law, human rights or the institutional law of international organisations, as required by the relevant unit;
- To assist in the preparation of (legal) memoranda and other documents;
- To assist by preparing briefings and taking minutes;
- To perform any other related tasks as requested by the supervisor.

Essential Qualifications and Experience:

- 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-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- Previous experience in an international environment;
- Knowledge of international criminal law, international humanitarian law, public international law, international or European human rights law or the institutional law of international organisations 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.

Position: Intern within the Public Information and Communication Unit	**Employment Regime:** Internship	
Ref. number: I-2023-0005	**Location:** The Hague, the Netherlands	**Availability as of:** January 2024
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication Unit	**Security Clearance Level:** No Personnel Security Clearance is needed - Police record required	**Open to Contributing Third States:** 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;
- 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.

Essential Qualifications and Experience:

- An undergraduate or postgraduate, who is currently enrolled at University, or has recently graduated from University, or a professional who has graduated from University;
- The field of studies should preferably be Law, but can also be Media, Journalism, 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-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- Previous experience in an international environment;
- Knowledge of 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;
- Knowledge of Serbian and/or Albanian language;
- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo and Serbia.

Position: Intern within the Ombudsperson's Office	**Employment Regime:** Internship	
Ref. number: I-2023-0010	**Location:** The Hague, the Netherlands	**Availability as of:** January 2024
Component/Department/Unit: Kosovo Specialist Chambers/ Ombudsperson's Office	**Security Clearance Level:** No Personnel Security Clearance is needed - Police record required	**Open to Contributing Third States:** 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 drafting the legal memoranda and other documents relating to the office's mandate;
- To assist in the organisation, management and registration of internal filings;
- To perform any other related tasks as requested by the supervisor.

Essential Qualifications and Experience:

- 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 specialisation 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-organised and able to multi-task;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments with respect to diversity.

Desirable Qualifications and Experience:

- A postgraduate, who has graduated from the University;
- Previous experience in an international environment;
- 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.