

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Rule of Law Mission in Kosovo EULEX Kosovo 1-2025 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:
	intern positions (2)			
	IEK-0003	Intern within the Forensic Medicine Team	Pristina	01 July 2025
	IEK-0009	Intern within the Correctional Unit	Pristina	01 July 2025
Deadline for applications:	Friday, 25 April 2025, 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>Seconded 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 align="center"><i>The completed application form should be sent to the following email:</i></p> <p align="center">internship@eulex-kosovo.eu</p>			

<p>Information:</p>	<p>For questions from the National Authorities please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p>Ms Susanne EVERT Susanne.evert@eeas.europa.eu +32 (0) 2 584 29 63 CIVOPSHQ-HR-EULEX-KOSOVO@eeas.europa.eu</p> <p>For questions from direct candidates please contact the EULEX Human Resources Division <u>HumanResources@eulex-kosovo.eu</u></p>
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Position: Intern within the Forensic team	Employment Regime: Internship	
Ref. Number: IEK-0003 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 01 July 2025
Component/Department/Unit: Operations Support Pillar/Forensic Medicine Team	Security Clearance Level: N/A	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.

Essential Education and Experience:

- 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 Education and Experience:

- 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.

Position: Intern within the Correctional Unit	Employment Regime: Internship	
Ref. Number: IEK-0009 (1 position)	Location: Western Balkans Region (Kosovo)	Availability: 01 July 2025
Pillar/Department/Unit: Monitoring Pillar/Correctional Unit	Security Clearance Level: N/A	Open to contributing third States: YES

Reporting Line:

The intern reports to the Chief of the Correctional Unit/Advisor to the Head of Kosovo Correctional Service (KCS).

The Correctional Unit (CU) monitors, mentors, and advises (MMA) the Kosovo Correctional Service (KCS) and Kosovo Probation Service (KPS). CU supports the senior management of the KCS and KPS activities in terms of leadership and management principles through MMA activities, including a continued EULEX presence in KCS facilities and KPS field offices to support the development of fair and equal treatment of prisoners and KPS clients respecting human rights and other international standards, with particular interest on rehabilitation and reintegration activities.

The MMA tasks of the CU include assessing and supporting the development of the KCS and KPS strategic approach, consulting on relevant sub-legal acts and regulatory framework, providing training & projects on areas identified requiring development towards international standards, and good practices. Furthermore, CU monitors the treatment of radicalized, non-majority, and vulnerable prisoners within the KCS facilities.

Main Tasks and Responsibilities:

In coordination with CU staff to:

- participate in the monitoring activities and field visits to the KCS facilities and KPS regional offices and report on the activities.
- assist in the preparation and drafting of reports and other documents specific to the Correctional Unit's mandate.
- perform research and analysis of detention-related topics, both at the level of Kosovo national legislation and at the level of the acquis of the European Union.
- liaise and communicate with external or internal counterparts in coordination with CU staff.
- attend and assist in internal meetings, seminars, round tables, workshops, or working groups on topics related to the KCS and KPS.
- organize, take minutes of meetings, and follow up on possible action points.
- perform any other related tasks, as instructed by the Chief of the CU.

Essential Education and Experience:

- Completion of a minimum of three (3) years of studies corresponding to a bachelor's degree in law, criminology, or social Sciences.
- Maximum two (2) years of relevant professional experience, after completion of minimum educational requirements.
- Very good oral and written command of English.
- Computer literacy.
- Ability to work in a sometimes stressful and demanding environment.
- High motivation.
- Understanding and compliance with duty tasks related confidentiality requirements.
- Strong note-taking skills and ability to produce accurate meeting minutes.
- Excellent drafting skills and ability to structure written material effectively.

- Good organisation skills and ability to multi-task.
- Ability to establish and maintain effective working relationships within a team in a multi-cultural environment.

Desirable Education and Experience:

- Enrolment in further studies in the above, leading towards a master's or doctorate degree, or the equivalent.
- Knowledge of the functioning of the EU and in particular CSDP Missions.
- Knowledge of the justice system in Kosovo in relation to corrections and probation.
- Knowledge of the official languages in Kosovo.
- Knowledge of international and regional human rights instruments and institutional mandates such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Experience with international organisations.