

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Rule of Law Mission in Kosovo  
(EULEX KOSOVO)  
1-2022 Call for Contributions for the Internship Scheme**

<b>Organisation :</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>			
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>			
<b>Employment Regime:</b>	<b>Internship</b>			
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Total Vacancies</b>	<b>Available on</b>
	IEK-0001	Intern within the Human Resources Division-Training	1	01 September 2022
	IEK-0002	Intern within the Project Cell	1	01 September 2022
<b>Deadline for Applications:</b>	Monday 4 July 2022, 17:00 hours Brussels time			
<b>How to apply:</b>	<p><b>1) You have the nationality of an EU Member State, you must use Goalkeeper to apply:</b></p> <p>a) You are already registered on Goalkeeper and you have an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2) 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. The completed application form should be sent to the following email :</b>  <a href="mailto:internship@eulex-kosovo.eu">internship@eulex-kosovo.eu</a></p>			

	<p><b>General aspects:</b></p> <p>Only one application per intern will be accepted. If more than one application is received from the same candidate, only the last one sent will be considered. Priority shall be given to the applications submitted through the national authorities.</p> <p>The interns will deploy in Pristina from <b>1 September 2022 until 31 January 2023.</b></p>
<b>Information:</b>	<p>For questions from the National Authorities please contact the</p> <p>Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Ms. Ellen HARMSEN</b></p> <p><a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p>For questions from contracted candidates please contact the</p> <p>EULEX Human Resources Division</p> <p><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></p>

<b>Position:</b> Intern within the Human Resources Division - Training	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-0001 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01 September 2022
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Human Resources Division	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

### **Reporting Line:**

The Intern reports to the Human Resources and Training Officer (HRTO) assigned as Internship Supervisor by the Head of Human Resources Division.

### **Main Tasks and Responsibilities:**

- To assist the HRTO in coordinating external and in-Mission training for Mission staff members by providing logistics, administrative and technical support in their implementation and/or delivery;
- To support the HRTO in maintaining and amending the in-Mission training portfolio, including training design and implementation;
- To contribute in developing online courses with regards to design, technology and delivery options;
- To interview subject matter experts and conduct other research for the purpose of developing online courses relevant to the Mission;
- To undertake any other task as requested by the Human Resources and Training Officer or the Head of Human Resources Division.

### **Education and Experience:**

#### **Essential**

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Educational Science, Psychology, Social Sciences, 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;
- Excellent communication skills;
- Strong organisational and prioritisation skills;
- Candidates should be self-motivated and be able to demonstrate a can-do attitude;
- Excellent knowledge of principles and methods for curriculum and e-training designs.

- Good working knowledge of MS Office applications including Word, Excel and Powerpoint.

**Desirable**

- Experience in e-learning platforms;
- Experience in using Learning Management Systems (ex.Moodle)
- Experience in the Human Resources and/or Training field;
- Experience in working in a diverse working environment;
- 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.

<b>Position:</b> Intern within the Project Cell	<b>Employment Regime:</b> Internship	
<b>Ref. Number:</b> IEK-0002 (1 position)	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01 September 2022
<b>Component/Department/Unit:</b> Office of the Chief of Staff / Planning Reporting and Evaluation Section	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to contributing third States:</b> Yes

#### **Reporting Line:**

The Project Cell intern is supervised and mentored by the Project Cell intern supervisor in the Planning, Reporting and Evaluation Section.

#### **Main Tasks and Responsibilities:**

- To support the Project Cell in:
  - designing and organising tailor-made training for project managers;
  - designing projects, drafting project proposals, assessing project relevance against the Mission's mandate, assessing feasibility and sustainability of the projects, as well as budget/cost effectiveness;
  - monitoring of project progress and completion of final reports for SSPs in cooperation with project managers;
- To organise project-activities/events (following up on purchase requests for conference venues, hotels, and catering; providing administrative instruction to contractors);
- To conduct research and prepare background information and briefs as required;
- To proofread documents related to the Project Cell such as Standard Operation Procedures (SOPs) and final reports;
- To assist in preparation of draft reports, financial and administrative documents, including expenditure reviews, consultancy, and other contracts as instructed;

- To assist in monitoring project implementation and spending patterns, including recommendations to improve financial planning and monitoring;
- To undertake other tasks as requested by the Project.

## **Education and Experience:**

### **Essential**

- Completion of minimum three years of studies corresponding to a Bachelor's degree in Law, Public Administration, Social Sciences, Political Affairs, Media Studies, International Affairs 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;
- Excellent drafting skills and ability to structure written material effectively;
- Well organised and able to multi-task;
- Ability to establish and maintain effective working relationships within a team and multi-cultural environment.

### **Desirable**

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- Previous experience in project management;
- Some experience with administrative tasks and budgetary planning;
- 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;
- International experience, particularly with international organisations.