



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Intern Job Opening

Job opening #: INTERN 021-002	Deadline: 14 July 2021
Post Title: INTERN – RULE OF LAW	
Organizational Unit: Office of Rule of Law/Justice and Corrections Section	Location: Pristina
<p>UNMIK invites qualified applicants in the relevant occupational group to apply for the post title highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</p> <p style="text-align: center;"><i>Please indicate the Intern Job Opening number in the subject of your e-mail</i></p>	

Organizational Setting and Reporting Relationships

The duration of an UNMIK internship is a minimum of three (3) months on a full-time basis to a maximum of six (6) months depending on needs of the receiving programme. It is awarded on the recommendation of the Director/Chief of the respective Service.

Interns are not paid and are responsible for all expenses related to the internship. UNMIK accepts no responsibility for costs arising from accidents and/or illness incurred during an internship.

Therefore, upon awarding an internship, candidates will be required to sign a statement confirming their understanding and acceptance of the conditions of service. Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned.

This internship is in the Office of Rule of Law/Justice and Corrections Section (OROL/JCS), United Nations Interim Administration Mission in Kosovo (UNMIK). The intern reports directly to the Chief of the Section.

Responsibilities

Within the delegated authority, the intern's duties may include, but may not be limited to, the following:

- Conduct legal/political research and prepare non papers on a variety of issues relating to the governance and justice sector in Kosovo and based on strategic and data analysis.

- Prepare notes/position papers on legislative and institutional aspects of current rule of law related matters as well as legislative/institutional aspects of the dialogue.
- Develop ideas and prepare concept papers on programmatic activities projects' and assist in reporting thereof.
- Participate and contribute to the monitoring and reporting of the Mitrovica Regional Office on rule of law related matters of major concern to Office of Rule of Law/Justice and Corrections Section and the Mission in general.
- Perform such other duties as may be required in furtherance of the work of the OROL/JCS and the implementation of the Mission's mandate.

Competencies:

Professionalism: Knowledge of Kosovo justice/governance system and some experience in providing legal expertise and/or analysis both in English and one of the official languages of Kosovo;

Communication: Excellent interpersonal and communication (spoken, written and presentational) skills.

Technology awareness: Fully proficient computer skills in word processing and internet/intranet services, library sources, etc. Experience in using databases which store large volumes of information.

Teamwork: Ability to establish and maintain effective working relationship with people of different national and cultural backgrounds with respect for diversity.

Qualifications:

To qualify for an internship with the United Nations Internship Programme, the following conditions must be met:

- Applicants must meet one of the following requirements: (a) be enrolled in a graduate school law, political science, international relations, international economic, public administration or other related programme (second university degree or equivalent, or higher); (b) be enrolled in the final academic year of a first university law, political science, international relations, international economic, public administration or other related degree programme (minimum Bachelor's level or equivalent); or (c) have graduated with a university law, political science, international relations, international economic, public administration or other related degree (as defined above) and, if selected, must commence the internship within a one year period of graduation;
- Be computer literate in standard software applications, in particular with Microsoft Office suite of applications (Word; Excel; PowerPoint; Project);
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
- Ability to think both creatively and analytically.

Work Experience

Applicants are not required to have professional work experience for participation in the programme.

Languages

English and French are the working languages of the United Nations. For this internship, fluency in written and spoken English is required. Working knowledge of another official language of the United Nations is desirable. Working knowledge of Albanian or Serbian is desirable.

Assessment

Potential candidates will be contacted by hiring manager directly for further consideration. Due to a high volume of applications received, ONLY successful candidates will be contacted.

Special Notice

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Degree Programme (What are you currently studying?);
- Graduation Date (When will you graduate or when did you graduate from the programme?);
- List the IT skills and programmes that you are proficient in;
- List your top three areas of interest;
- Explain why you are the best candidate for this specific internship;
- Explain your interest in the United Nations Internship Programme.

In your online Personal History Profile, be sure to include all past work experiences, IT skills, and three references.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate

applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. Intern 021-002](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,
Fax No: +381-38-504604 ext 5848
E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post