



*The European Centre for Minority Issues Kosovo (ECMI Kosovo) advances majority-minority relations through the protection and promotion of minority communities and their interests, with the overarching aim to develop inclusive, representative, community-sensitive institutions that support a stable multi-ethnic Kosovo.*

*ECMI Kosovo contributes to the developing, strengthening and implementation of relevant legislation and best practices in governance and supports the institutionalisation of communities-related governmental bodies, while it enhances the capacity of community representatives from civil society, political parties and the government to engage with one another in a constructive and sustainable way.*

### **Internship Description**

ECMI Kosovo seeks a **full-time project intern** with excellent research, analytical and communication skills, fluent in English, to support the implementation of the activities of the project “Enhance and Integrate Community Concerns within the Work of the Government”.

The overall objective of the project is to enhance and integrate community concerns within the work of the Government, especially in relation to implementation of legislation and development of policies, through building the capacities of the Office for Community Affairs within the Office of the Prime Minister of the Republic of Kosovo and facilitating the participation of community-based civil society organisations in the monitoring and evaluation of the implementation of legislation and policies.

We offer direct exposure to the work of governmental institutions and international organisations, the process of institution-building for minority communities in a post inter-ethnic conflict context. The intern will be based in the premises of the Office for Community Affairs.

**Starting Date:** ASAP

**Deadline for Application:** 8 February 2010

**Duration:** Six months; full time Monday to Friday.

**Location:** Pristina, Kosovo

**Remuneration:** Subsidised accommodation

### **Main Responsibilities**

Under the immediate supervision of the Project Manager, the Intern will perform the following duties:

- Conduct research and produce analysis of various issues of community concern;
- Assist in the organisation of events, such as trainings for the Office for Community Affairs or awareness-raising workshops with community-based civil society organisations;
- Contribute to the drafting of monthly newsletters and donor reports;
- Conduct any other duties as assigned by the Project Manager.

### **Qualifications and Skills**

**Level and type of formal education:**

- Graduate qualification in international relations or law, with relevant expertise in international human rights law, minority rights or international public policy constituting a very strong advantage.

**Professional experience:**

- Previous internships with international or non-governmental organisations in the field of human or minority rights, peacebuilding, constitutes a strong advantage;
- Experience in conducting research constitutes a strong advantage;
- Experience in the organisation of events constitutes a strong advantage.

**Functional competencies:**

- Solid analytical and conceptualisation skills;



- Effective and impact writing skills;
- Excellent communication and interpersonal skills;
- Ability to work as a team player in a multicultural context.

**Work relationships:**

- Ability to appreciate diversity and work as part of a team in such an environment.

**Language skills:**

- English: Fluent written and oral;
- Knowledge of Albanian and/or Serbian would be an asset.

**Computer skills:**

Excellent knowledge of Microsoft Office, internet and web search tools. Knowledge of database management system constitutes a strong advantage.

**How to Apply**

Applications are accepted by E-MAIL only. An email should be sent to Gaëlle Cornuz ([cornuz@ecmikosovo.org](mailto:cornuz@ecmikosovo.org)), accompanied by the following:

- Letter of application specifying the reasons for interest and outlining relevant qualification and skills;
- Curriculum Vitae;
- Contact details of three references, including e-mail address;
- An unedited writing sample in English (extract of maximum 5 pages from a research paper not edited by someone else).

*Incomplete applications will not be considered.*

After an initial review after the deadline for submission, short-listed candidates may be asked to provide professional/academic references or a telephone interview may be requested.