

EUROPEAN CENTRE FOR MINORITY ISSUES KOSOVO

ECMI Kosovo Vacancy Paid Internship

ECMI Kosovo is the principal non-government organisation engaged with minority issues in Kosovo, 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, supports the institutionalisation of communities-related governmental bodies, and enhances the capacity of civil society actors and the government to engage with one another in a constructive and sustainable way.

ECMI Kosovo is looking for two (2) **Paid Intern** in our office in Prishtinë/Priština to assist in research, communication and administration for a period of 3 months. The responsibilities of the Intern will be primarily focused on our activities in Prishtinë, but local travel may be required. The Intern will work under direct supervision of the Project Officer and Project Manager.

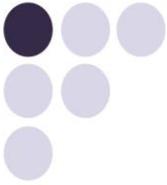
Duties and responsibilities:

Some of the regular duties will include, but are not limited to, the following:

- Contributing to the ongoing operations of ECMI Kosovo, implementation of project activities and development of new projects;
- Contributing to drafting, editing, proofreading and formatting publications and materials developed by ECMI Kosovo;
- Monitoring news and developments related to minority issues;
- Contributing to drafting and compiling ECMI Kosovo's monthly newsletter;
- Attending and reporting on ECMI Kosovo's conferences, workshops and other events;
- Fulfilling other tasks as needed.

Requirements:

- A university degree in a relevant field;
- Excellent research and analytical skills;
- Fluency in Serbian is required;
- Excellent drafting and communication skills in English;
- Ability to work autonomously and under tight deadlines;
- Motivation, positive work attitude, professionalism and reliability;
- Good IT skills, including Microsoft Word.



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How to apply:

To apply, please send the following documents to info@ecmikosovo.org:

1. Curriculum vitae;
2. Cover letter (1 page max.);
3. Short, unedited writing sample (e.g. an essay or research paper) in English (2-5 pages), preferably on a relevant topic;
4. Contact information for 2 references.

All documents must be submitted in English (preferably as PDF documents). Please use **“Paid Internship - Application”** as the subject of your e-mail.

Deadline for applications is 10 February 2020 with an estimated start date of 1 September 2015. Interviews will be held the final week of August.

Please note that only complete applications will be considered and only shortlisted candidates will be contacted.