

## VACANCY NOTICE FOR INTERNSHIP

Organization Name: **OSCE Mission to Skopje**

Job Title: **National Intern**

Location: **Skopje**

Grade: **Intern**

Closing date of application: **31-07-2019**

No. of Posts: **1**

### **Background**

The OSCE Mission to Skopje supports the EU funded Roma Education Fund (REF) Regional Project "Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey", particularly in the implementation of its internship scheme for young Roma university students.

REF project targets young Roma children and youth in North Macedonia and facilitates access to quality education for Roma children and transition from education to employment for young Roma. REF implements the project with Association Roma Versitas, CSO Roma Resource Centre and state agencies in the country. One of the project objectives is "to improve Roma youth employability and smooth transition between graduation and the labour market."

The successful candidate for an internship with the OSCE Mission to Skopje will gain insight in the work performed by the Mission as well as practical knowledge in the implementation of the Mission's activities.

### **Tasks and Responsibilities**

The selected intern will have the opportunity to gain an overview of the Human Dimension Department (HDD) activities. Under the overall supervision of Chief of Democratic Governance and Social Cohesion Unit (DGSCU), the Intern will:

- Become familiar with the role and portfolios of HDD and how the Department connects to the Mission's mandate
- Assist HDD in organizing and coordinating activities and meetings.
- Facilitate communication with partners by channelling information and making sure that information is reaching relevant factors
- Attend internal and external meetings and take minutes
- Perform other duties as required.

### **Necessary Qualifications**

- Be a scholarship recipient of Roma Education Fund or Roma Versitas in Republic of North Macedonia

- Two years of full-time postgraduate studies from accredited university, or students at graduate or postgraduate level in the field of Law, Public administration, Sociology, EU related affairs, or in a field relevant to the OSCE's mandate, completed no longer than two years before the deadline of the vacancy
- Applicants should not be older than 30 on the date of the application deadline
- Knowledge of the legal and political framework
- Strong research and reporting skills
- Good organizational skills with ability to process information quickly
- Ability to establish and maintain effective working relations with people from different national and cultural backgrounds, whilst maintaining impartiality and objectivity
- Fluency in English, Roma and Macedonian languages with excellent written and spoken skills
- Computer literate with advanced experience in Microsoft computer packages and Internet applications

### **Remuneration Package**

Please note that the OSCE is not in a position to pay any remuneration during the period of internship, nor reimburse travel expenses.

The selected intern may participate in the group health insurance scheme at his/her own expense, but the OSCE will cover life and accident/disability insurance. If the intern opts to arrange his/her own medical coverage, he/she shall provide evidence of medical coverage for the duty station he/she applies to, and for any eventual duty trip destinations.

The internship will be on a full-time basis, for a period of 3.5 (three and a half) months. The internship does not constitute a commitment to future employment with the OSCE.

### **How to Apply**

Qualified candidates may apply by submitting a duly completed OSCE offline application form which can be downloaded at <https://jobs.osce.org/resources/document/offline-application-form>.

The OSCE Application Form completed in English, supplemented by a Motivation Letter, should be sent by e-mail to [HR.MK@osce.org](mailto:HR.MK@osce.org). The Motivation Letter should elaborate why the applicant endeavours internship with the OSCE Mission to Skopje and how this internship would impact her/his transition from education to employment.

Please note that applications received after the deadline, submitted in different formats than the OSCE Application Form or in other languages than the English language will not be considered.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, or offer the internship with modified Terms of Reference.

The recruitment procedure may take up to two months and we will be in further contact with you only if you are short-listed.

The OSCE is committed to diversity and inclusion within its workforce, and encourages the application of qualified female and male candidates from all national, religious, ethnic and social backgrounds.

Please be aware that the OSCE does not request payment at any stage of the application and review process.