

CALL FOR APPLICATION

for

Internship Program for Law Graduates

Position: Intern (40 positions)

Duration: 6 months (1 March 2019 – 31 August 2019)

Location: Prishtina, Prizren, Peja, Mitrovica, Gjakova, Ferizaj, Gjilan

Type of contract: Full-time Paid Internship Contract (Amount: 200 \$ Gross)

Background:

Group for Legal and Political Studies (GLPS) is an independent, non-partisan and non-profit public policy organization based in Prishtina, Kosovo. Its mission is to conduct credible policy research in the fields of politics, law, and economics and to push forward policy solutions that address the failures and/or tackle the problems in the said policy fields. GLPS is implementing a one-year project titled: **“Fostering demand for justice in Kosovo through an informed engagement of civil society”**, financed by The U.S. Department of State, through Bureau of International Narcotics and Law Enforcement Affairs (INL), which aims to enable the civil society of Kosovo to actively make use of the justice system by involving citizens in exercising oversight over the justice system. It will instill a greater demand for justice and accountability of government, particularly by building capacities of recent law graduates.

Internship opportunities will be based on the following Basic Courts in Kosovo:

Place	Number of interns
Basic Court of Prishtina	14
Basic Court of Mitrovica	7 (4 from the Serb community)
Basic Court of Ferizaj	5
Basic Court of Prizren	4
Basic Court of Peja	3
Basic Court of Gjilan	4
Basic Court of Gjakova	3

Eligibility Requirements and Qualifications:



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- Must be citizens or permanent residents of Kosovo;
- Have a BA Degree in Law in any of the public or private universities;
- Excellent communication skills; both orally and in writing in Albanian is mandatory;
- Albanian and Serbian for interns to be allocated in North Mitrovica is an advantage;
- Knowledge of English is an advantage;
- Proficient computer skills (Word, PowerPoint, and Excel);
- Basic knowledge on legal procedures and ability to draft legal documents;
- Ability and willingness to work independently or closely with others;
- Work experience in the field is an advantage.

Duties and responsibilities

- Assist in compiling decisions, judgments, and court documents as needed by judges, management, and court staff;
- Perform judicial literature research/review in accordance with court needs;
- Assist in cases by taking notes, providing the necessary legal material, and reviewing laws and regulations;
- Provide professional support by assisting in the preparation of memoranda, judgments, and other legal documents;
- Provide professional support to judges, management, and court staff;
- Perform other professional and administrative duties as assigned.

How to apply

A complete application includes the following:

- Résumé (CV) (max. 2 pages);
- Motivation letter demonstrating the interest in the program and relevant experience (max. 1000 words);
- University transcripts;
- Evidence that she/he is not under criminal investigation

Please note that all documents must be submitted in PDF format in Albanian or Serbian language to the following e-mail address: applications@legalpoliticalstudies.org **no later than February 8, 2019 (17:00 CET)**. The subject of the email should be "2019 GLPS Internship Program".

Applications received after the closing deadline and/or submitted by any other means (e.g. by fax) or delivered to other addresses or submitted in other languages than Albanian will not be considered. No telephone calls please. Only shortlisted candidates will be notified.

Applications are encouraged from all qualified candidates, irrespective of their ethnicity, age, religion, disability, sexual orientation, and gender identity.



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