



**EUROPEAN UNION**

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

## **VACANCY ANNOUNCEMENT**

**Intern, Reference no.: 001/17**

**Positions available: as of March 2017**

Please send your application and supporting documents to

[delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu](mailto:delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu)

with subject “*Application Ref. No 001/17- Internship*”.

The package should include a cover letter and a detailed CV in English using the ‘European Curriculum Vitae Format’ (available on our website <http://www.europa.ba>).

Deadline for application: **05 February 2017.**

**Candidates who wish to apply for more than one post must submit separate application for each post.**

**Please note that only shortlisted candidates will be contacted.**

*Thank you for your interest*



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### **Terms of Reference**

**Position Title:** Intern (5 positions)  
**Duty Station:** Sarajevo  
**Positions available:** as of March 2017

The interns will work alongside EUSR staff in:

1. Finance and Administration Section – 1 post
2. Rule of Law Section – 1 post
3. Political Section – 2 posts
4. Communication Office – 1 post

### **Eligibility and general conditions**

- Open to recent graduates in European Studies, Political or Social Sciences, Media, Law, Criminal Studies, Economics/Business or other relevant and related subjects;
- Citizenship of Bosnia and Herzegovina;
- Not older than 30;
- Professional experience of less than 2 years;
- An active interest in European integration process and/or involvement in civil society initiatives/NGO sector would be an advantage;
- Interested graduates must be fluent in spoken English;
- Willingness to travel through-out BiH and work with people from various cultural background;
- Non-criminal record.

### **Specific Requests**

- Candidates interested in position in Finance and Administration should have relevant degree in Economics/Business or related
- Candidates interested in Rule of Law Section and Political Section should have relevant degree in European Studies, Political or Social Sciences, Law, Criminal Studies or related
- Candidates interested in Communication Section should have background in European Studies or Media or related



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### **Typical Duties and Responsibilities**

During the internship program interns will have an opportunity to contribute to the specific substantive activities of the section through inclusion in internal processes and to contribute to the section output.

### **Competencies and Attributes**

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- A good understanding of the EU objectives, plans and procedures;
- Ability to operate within a fast moving environment and react appropriately to change;
- Good communication skills and the ability to present information in a clear and concise manner;
- Good administrative and organisational skills;
- Excellent oral and written English;
- Fluent in the official languages of Bosnia and Herzegovina;
- Capable of providing accurate translation and/or interpretation between English and the official languages of Bosnia and Herzegovina
- ICT skills commensurate with the scope of the post.