



**EUROPEAN UNION**

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

## **VACANCY ANNOUNCEMENT**

**Intern, Reference no.: 2021/02**

**Positions available: as of September 2021**

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 2021/02- 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: **04 July 2021.**

**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.**

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**Note: Due to current global COVID-19 situation short-listed candidates will be asked to do an online written test.**

**Candidates selected for interview will have online video interview (via Zoom).**

**EUSR reserves the right to follow up with a face-to-face interview with prospective candidate.**

*Thank you for your interest*



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### Terms of Reference

**Position Title:** Intern (5 positions)  
**Duty Station:** Sarajevo  
**Positions available:** as of September 2021

The interns will work alongside EUSR staff in:

#### **Sarajevo Office:**

1. Finance and Administration Section / Procurement and Logistics – 1 post
2. Political Section – 2 posts
3. Communication Section – 1 post
4. Legal Services – 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;
- Working 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 written and 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 Political Section should have relevant degree in European Studies, Political or Social Sciences, Law, or related
- Candidates interested in Communication Section should have background in European Studies, Media, or related
- Candidates interested in Legal Services should have background in Law, European Studies, 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.