Internship Announcement

Title:	**Eastern Europe and Central Asia Intern**
Category:	**Internship (Serbo-Croatian Speaking)**
Duty Station:	**Rome, Italy**
Duration:	**6 months**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

THE INTERNSHIP

IDLO seeks an intern for an exciting opportunity to assist with development and implementation of multi-faceted programs in Central Asia, Eastern Europe and the Balkans, with particular focus on IDLO programming in the Balkans region.

Working together with the Eastern Europe and Central Asia Team at the Headquarters in Rome (Italy), the candidate will undertake the following duties and responsibilities:

- Working with program tools with the team responsible for designing and implementing rule of law projects in the region;

- Undertake research and analysis of donor priorities and assist with project development planning and contracting;

- Conducting research into legal, political and other aspects of the current situation in relevant countries/regions, with particular focus on the Balkans region;

- Use innovative legal resources to undertake research into trends and best practices in Rule of Law and related topics in relevant region;

- In the framework of Results-Based Management assist with monitoring and evaluation tools for the projects;

- Under the guidance of a dynamic international team assist with other day-to-day administrative duties, such as organization of the events, meetings, seminars and other tasks as assigned by the supervisor.

The intern shall be based in Rome, Italy and receive monthly remuneration of **Euro 600**. IDLO does not cover travel, relocation, medical insurance or other costs. The intern must have adequate medical insurance coverage for the entire period of the internship. The duration of the internship is 6 months.

MINIMUM REQUIREMENTS

The ideal candidate for the position should possess the following minimum requirements:

- Be enrolled in a post-graduate course of study at a university or equivalent higher education institution in a field relevant to IDLO's work (law, sociology, political sciences), or have completed their university studies at the post-graduate level (required);

- Strong command of written and oral English and Serbo-Croatian (required), knowledge of Russian is a plus;

- Strong ability to draft and revise legal documents and handle business correspondence;

- Ability to multitask in a fast paced international environment, working both independently, as well as acting as a strong team player;

- Solid organizational skills;

- Advanced computer expertise, in particular with databases, power point, editing, publishing and social networks;

- Previous work experience in international environment is not required but would be an advantage.

HOW TO APPLY

All interested applicants are encouraged to apply via our website http://www.idlo.org/english/employment/apply/Pages/Interns.aspx and submit the completed IDLO Personal History Form (PHF), resume and cover letter.
IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the intern assigned to this work. This is not an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline is **February 28, 2016**

IDLO