

**June 2018**

**Open call**

### **OSCE Apprenticeship Programme**

The Organization for Security and Co-operation in Europe Mission in Kosovo (hereinafter called "OSCE Mission in Kosovo") and the Ministry of Culture, Youth and Sports (hereinafter called "MCYS") invite interested participants to apply to the OSCE apprenticeship programme.

Youth's public participation in the decision-making process is guaranteed and promoted through a detailed and comprehensive normative and legislative framework that regulates youth empowerment and participation in Kosovo. This legal framework includes the "Law on Empowerment and Participation of Youth", four Administrative Instructions (AIs) and the Youth Strategy that sets priorities and goals for Youth in Kosovo. Young people have rights and opportunities to influence decision and policy making either directly, or through existing representative bodies and civil society organizations. In previous years, the OSCE Mission in Kosovo promoted youth participation in decision and policy making processes through a hands-on participatory approach, based on the learning-by-doing principle with the aim to equip youth with adequate transferable skills and knowledge.

In 2018, the OSCE Mission in Kosovo will support a three-month apprenticeship programme for young persons **between 20 and 24 years old**, in co-operation with the MCYS. During the programme, apprentices will be hosted in the following partner institutions: the Ministry of Justice, the Ministry of Regional Development, the Ministry of Local Government Administration, the Ministry of Culture, Youth and Sports, and the Ministry of Health<sup>1</sup>. The aim of the programme is to directly involve young persons at the strategic, planning and executive level of work of major decision and policy making institutions and acquaint them with their mandate, scope of work, duties and responsibilities. The apprentices will be placed in various offices/divisions/departments based on their profile and interest but also in accordance with the needs and hosting capacities of the partner institutions. The mentoring of the apprentices will be carried out by selected staff within the partnering institutions, and under the overall coordination of the OSCE Mission in Kosovo, namely through Public Participation Section project team and the MCYS. The apprenticeship programme will be preceded by detailed induction training delivered jointly by the OSCE Mission in Kosovo, MCYS and the partner institutions' staff, and will focus on: legal framework, consultation process during drafting of legal and sub-legal acts, review processes, monitoring and outreach, planning and programming, evaluation, research and policy papers drafting. A mid-programme training is also envisaged in mid-October. The apprenticeship programme will conclude with a

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<sup>1</sup>A list of partner institutions is a subject to possible extension.

conference in December, where apprentices will present lessons learned, as well as their contribution to their duty stations.

Location:

The selected candidates will be placed at the premises of the partner institutions in **Prishtinë/Priština**.

Duration:

The apprenticeship programme will last for **three months (September-November 2018)**. **The selected candidates will have to report to their duty stations fourteen working days per month for up to six hours per day<sup>2</sup>**. The selected candidates should also ensure their availability for two full days of preparatory/induction training, for a one-day mid-programme training session and the final conference.

Qualifications:

- Be between 20 and 24 years old at the time of application to the programme;
- Be a university student at the time of application to the programme;
- Enrolled in a Faculty of a relevant subject matter (sociology, public affairs, political sciences, law, international relations, management and business administration, health studies, English language studies and other);
- Demonstrate genuine interest in youth's public participation in decision-making process;
- Membership in youth structures (Youth Action Council, Youth Centre) or youth civil society organizations; volunteer and youth work is highly desirable (with submission of evidence of membership);
- Be enthusiastic, team-player, self-motivated, keen to learn;
- Be open and show interest in setting goals, meet expectations, and adapt to the challenges of the programme;
- Computer literacy (Microsoft package).

Proposed Remuneration:

- **EUR 70.00 per month** will be given to each selected candidate to cover their basic daily transportation expenses.
- The OSCE Mission in Kosovo and the MCYS will not cover any other expenses incurred by the apprentices. The OSCE Mission in Kosovo is not in a position to cover any medical or other social insurance related expenses.

Modality of Recruitment:

Interested candidates are requested to send their CV (max. 2 pages) and a motivation letter (max. 1 page), in English, Serbian or Albanian, to: [omikapprenticeship2018@osce.org](mailto:omikapprenticeship2018@osce.org) **Deadline: 13 July 2018.**

Shortlisted candidates will be invited for an interview.

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<sup>2</sup> This will be a subject to subsequent arrangements with the programme coordinators in each of the partnering institutions.