

**Democratization Department
Public Participation Section**

Prishtinë/Priština, 07 June 2016

**Open call
for**

Twenty-five (25) candidates for a three-month apprenticeship programme

**Project 2100971 Support to participatory mechanisms for monitoring and
influencing decision making processes**

Activity 3.1 Supporting hands-on learning programmes for young apprentices

Background

Youth public participation in decision making is guaranteed and promoted through a relatively detailed and comprehensive normative and policy framework that regulates youth empowerment and participation in Kosovo. This framework includes the Law on “Empowerment and Participation of Youth”; four Administrative Instructions (AIs); the Youth Strategy that sets priorities and goals for the period 2013-2017; and the revised Youth Action Plan that covers the period 2016-2017.

Young people have rights and opportunities for influence on decision and policy making either directly or through existing representative bodies and civil society organizations.

Nonetheless, youth is often unable to exercise its rights and fulfill its responsibilities regarding involvement in decision making. Reasons are two-fold: on one hand, youth may lack awareness, capabilities, knowledge, technical skills and experience required; on the other hand there are limited opportunities provided by central and local level institutions to involve youth in decision and policy making. As a result young people are discouraged or excluded from exercising the right of participation and become isolated from the realm of decision making.

OSCE promotes youth participation in decision and policy making processes through a hands-on participatory approach, based on the learning-by-doing principle and with the aim of equipping youth with adequate transferable skills and knowledge. OSCE will support the organization of a three-month apprenticeship programme for 25 young persons between 20 and 24 years old, in cooperation with various Ministries and Independent Institutions¹. 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 the latter’s mandate, scope of work, duties and responsibilities.

¹ Ministry of Local Government Administration; Ministry of Culture, Youth and Sports; and Ministry of Justice; Ministry of Public Administration; Office of the Language Commissioner, Ombudsperson Institution.

The apprentices will be placed in various offices/divisions/departments within the co-operating institutions based on their profile and interest but also in accordance with the needs and hosting capacities of the co-operating institutions. Mentoring of the apprentices will be carried out by selected staff of the offices/divisions/departments within the co-operating institutions, under the overall coordination of the OSCE Public Participation Section (PPS) project team. The apprenticeship programme will be preceded by detailed induction training delivered jointly by the OSCE project team and the co-operating institutions' staff and will focus but will not be limited at: 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 etc. A mid-programme training is also envisaged in mid-October 2016.

The apprenticeship programme will conclude with a conference, where apprentices will present what they have learned and what their contribution during their tour to their respective duty stations was.

Objective

OSCE aims at assisting twenty-five (25) young persons in better understanding of and acquiring experience in decision and policy making through a three-month apprenticeship programme at central level institutions.

Tasks

Depending on the type of work and work plan of the co-operating institutions' Departments/Divisions/Sections where apprentices will be placed, incumbents will be responsible for:

- Assisting in the drafting process of legal and sub-legal acts;
- Assisting the Departments/Divisions/Sections in carrying out their advisory role and providing opinions requested by institutions;
- Supporting the Departments/Divisions/Sections in the preparation of inputs to external reports;
- Contributing to the implementation of project(s) the Departments/Divisions/Sections lead or contribute to (planning/development/implementation and/or evaluation);
- Assisting in coordination and cooperation with current and potential donors and partners;
- Contributing to regular internal planning, monitoring and evaluation processes;
- Providing feedback on policy proposals through concept papers and participation in relevant meetings;
- Preparing background material for internal and external meetings, participate and compile minutes;
- Conducting desk research and analysis of the programmes of the Departments/Divisions/Sections;
- Designing and propose a regular schedule of communication and with the supervisor/programme coordinator;
- Performing other duties as assigned by the supervisor/programme coordinator.

Deliverables

- Each apprentice will individually compile a report on the overall experience of attending the programme based on template.² The apprentice's report will have to focus on his/her understanding of and impressions on policy and decision making based on his/her hands-on experience through the programme;
- Work plan with detailed outline of tasks and responsibilities (in co-preparation with the supervisor/programme coordinator);
- Draft laws; regulations; administrative instructions to which the incumbent contributed;
- Concept and policy papers; reports prepared by the incumbent or with his/her contribution;
- Analysis and research papers; minutes drafted by the incumbent;
- Number of meetings attended and number and type of activities in which the incumbent was involved.

Performance Indicators³

The apprentice complies with the 14-day work plan per month; he/she respects working hours;

By the end of the programme the apprentice is able to work in line with strategic documents and action plans of central level institutions;

By the end of the programme the apprentice has a clear understanding of decision and policy making processes and mechanisms in central level institutions;

The apprentice demonstrates interest and commitment throughout the learning process.

Location:

The selected candidates will be placed at the premises of the co-operating institutions in Prishtinë/Priština.

Duration:

The apprenticeship programme will last for three (3) months (September-October-November 2016).

The selected candidates will have to report to their duty stations fourteen (14) working days per month for up to six (6) hours per day⁴.

The selected candidates should give availability for two full days of preparatory/induction training prior to their deployment to their duty stations (last third of August 2016). They should also be available for one (1)-day mid-programme training session in mid-October 2016.

Upon completion of the programme, the selected candidates will have to participate to a conference (December 2016) where they will share with the public their experience and impression through their participation in the apprenticeship programme.

² The compilation of the individual apprentices' reports including findings and recommendations will be presented by the OSCE Project team during the concluding conference of the programme.

³ The supervisor/programme coordinator of each cooperating institution will prepare a thorough evaluation for each apprentice based on template.

⁴ This will be subject to subsequent arrangements with the programme coordinators in each of the co-operating institutions.

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 etc.)
- Demonstrate genuine interest in youth public participation in decision-making;
- Membership in youth structures (Central/Local Youth Action Council, Youth Centre) or youth civil society organizations; volunteer; youth worker etc. is highly desirable (with submission of evidence of membership);
- Possess basic knowledge of public participation mechanisms at the central and municipal level;
- Be enthusiastic, team-player, self-motivated, keen to learn;
- Willing to advance his/her skills and knowledge by attending the programme;
- Be open and show interest in setting goals, meet expectations, and adapt to challenges of the programme;
- Very good oral and written command of English; excellent oral and written command of Albanian, Serbian or both languages;
- Computer literacy (Microsoft package)

Note: Candidates belonging to non-Albanian communities, youth from rural areas, and female candidates will be given priority.

Proposed Remuneration:

- A *lumpsum* amount of EUR 70.00 per person/per month will be given to each selected candidate for coverage of basic daily transportation and subsistence expenses. The amount will be made available to each participant in cash at the end of each month upon submission of signed attendance sheets.
- Food, refreshments and stationary during the preparatory training, the mid-programme training and the post-apprenticeship conference will be provided by the OSCE.

Note: The OSCE will not cover any other expenses incurred by the apprentices.
The OSCE 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. 1 page) and a motivation letter (max. 1 page), in English, to: omikapprenticeship2016@osce.org, not later than 30 June 2016.

Shortlisted candidates will be invited to attend a competitive selection process (examination of CV and motivation letter followed by interview.)

The selection process will be carried out by a panel composed of members of the co-operating institutions and the OSCE project team.