

**Democratization Department  
Public Participation Section**

**Prishtinë/Priština, 23/03/2022**

**Open call  
for  
Thirty (30) candidates for a five-month apprenticeship programme  
Apprenticeship Programme at municipal level**

Background

Youth's public participation in decision-making is guaranteed and promoted through a comprehensive normative and policy framework that regulates Kosovo youth empowerment and public participation. This framework includes the Law on "Empowerment and Participation of Youth"; four Administrative Instructions<sup>1</sup>; and the "Strategy for Youth" that sets priorities and goals for the period 2019-2023.

Young people have rights and opportunities to contribute to decision and policy-making, either directly or through existing representative bodies such as Kosovo Youth Council, Local Youth Action Councils (LYACs), Kosovo Student Council, and other civil society organizations.

Nonetheless, youth is oftentimes unable to exercise their rights and fully contribute to decision-making processes because of two-fold reasons: on the one hand, youth may lack awareness, capabilities, knowledge, technical skills and necessary experience; on the other hand, there are limited opportunities provided by public institutions to involve youth in decision and policy-making. As a result, young people are discouraged and/or excluded from exercising their right to participate, and gradually become isolated from the realm of decision-making.

The OSCE promotes youth's participation in decision and policy-making processes through a hands-on participatory approach, based on the learning-by-doing principle, and by equipping them with adequate transferable skills and knowledge.

This year, the OSCE will support the organization of a five-month apprenticeship programme for **30 young persons between the ages of 20 and 24**, in close co-operation with local government institutions. The programme aims at bringing young women and men closer to local government institutions and directly involving them in local decision and policy-making processes.

Based on the applicants' profiles and interests, and considering the needs of the partner institutions, the selected apprentices will be placed in various offices/divisions/directorates of Kosovo municipalities. In order to guide and monitor their work throughout the apprenticeship period, the partner institutions are invited to

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<sup>1</sup> AI no. 13/2010 on the functioning of the central warehouse of MCYS; AI no. 10/2010 on the volunteer work of young people; AI no. 12/2010 on non-formal education of young people; AI no. 06/2010 on the organization and functioning of the Department of Cultural Heritage

appoint experienced public officials as supervisors. Over the course of the apprenticeship, participants will closely collaborate on a joint research assignment, to explore current challenges and formulate practical proposals to increase youth's involvement in decision and policy-making.

The apprenticeship programme will be preceded by an **induction training** jointly organized by the OSCE and the local government institutions, to present: (i) the scope and the objectives of the programme, and (ii) the local public participation and decision-making mechanisms to the apprentices.

Additionally, a **mid-programme training** will be organized in September 2022 in order to facilitate discussions on topics related to youth public participation.

The apprenticeship programme will conclude in November 2022 with a **closing conference**, jointly organized by the OSCE and the local government institutions, where apprentices will present their experience as well as the key findings of their joint research assignment.

### Objective

The OSCE aims to allow thirty (30) young women and men to acquire relevant professional experience in decision and policy-making through a five-month apprenticeship programme within local government institutions.

### Tasks

Depending on the type of work and the local government's directorates/divisions/sections where apprentices will be placed, incumbents could, *inter alia*, be tasked with:

- Assisting the directorates/divisions/sections in:
  - carrying out their advisory role, including opinions and feedback on policy proposals;
  - preparing internal and external reports;
  - conducting internal planning, monitoring and evaluation processes;
  - implementing project(s) and initiatives;
  - conducting desk research and analysis.
- Develop a schedule for regular communication with their supervisor/programme coordinator;
- Performing other duties as assigned by their supervisor/programme coordinator;
- Contribute to a joint research assignment;
- Attend: (i) the induction training; (ii) the mid-programme training; and (iii) the final conference.

### Deliverables

- Work plan with a detailed outline of tasks, responsibilities and deliverables (prepared in coordination with their assigned supervisor/programme coordinator);

- Final report presenting the professional experience, including the involvement in policy and decision-making processes;
- Final survey on the apprenticeship programme;
- Contribution to the joint research assignment.

### Performance indicators<sup>2</sup>

- The apprentice complies with the part-time working schedule, as per the agreed work plan;
- The apprentice attend (i) the induction training; (ii) the mid-programme training; and (iii) the final conference;
- The apprentice provides the requested deliverables (e.g. work plan, final report, final survey and contribution to the join research assignment);
- The apprentice demonstrates an increased knowledge of participatory and decision-making processes at the local level.

### Location

The selected candidates will be placed at the premises of selected local government institutions.

### Duration

The apprenticeship programme will last for five months (June-October 2022). The selected candidates will have to report to their duty stations at least 14 working days a month, for not less than four hours a day<sup>3</sup>.

### Necessary qualifications

- Being between the ages of 20 and 24 years at the time of the application;
- Enrolled as a student in a university course in a relevant subject matter (e.g. law, engineering, urbanism, political sciences, public administration, education, economics, tourism, architecture, social welfare, geodesy, agriculture, technology and ICT, etc.);
- Have good oral and written command of English; have excellent oral and written command of Albanian, Serbian or both languages;
- Be able to operate Windows applications, including word processing and e-mail;
- Demonstrated gender awareness and sensitivity, and willingness to work as a team member.

### Desirable qualifications

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<sup>2</sup> The local supervisor of each co-operating institution will prepare a thorough evaluation for each apprentice based on a template provided by the OSCE.

<sup>3</sup> This will be subject to subsequent arrangements with the supervisor/programme coordinator in each local government institution.

- Basic knowledge of public participation and decision-making mechanisms at the local level;
- Current or past membership in youth structures (e.g. Local Youth Action Councils, Youth Centre, etc.) and/or civil society organizations actively involved in the youth sector;
- Contributed, as a volunteer and/or youth worker, in relevant initiatives/projects.

Note: The OSCE is committed to diversity and inclusion, and encourages women candidates to apply to the apprenticeship programme. During the 2022 apprenticeship programme, priority will be also given to candidates with certain disabilities, belonging to non-majority communities, and from rural areas.

#### Proposed remuneration

- A lump sum amount of €70 per person/per month will be given to each selected candidate for covering transportation and subsistence expenses. The amount will be reimbursed on monthly basis, upon submission of the signed attendance sheets.
- The OSCE will cover the cost of the individual insurance policy, covering possible incidents at the work place during working hours. The insurance cost will be reimbursed within the first monthly payment, upon delivery of the signed insurance contract and the payment receipt.

Note: The OSCE will not cover any other expenses incurred by the apprentices.

#### Modality of Recruitment:

Interested candidates are requested to send:

- **CV** (max. 1 page, in English, containing information related to necessary and desirable qualifications);
- **Motivation letter** (max. 1 page, in English, describing the interest in participating, the expectations as well as the individual contributions to the programme).

Both documents should be sent to: [OMIKApprenticeship2022@osce.org](mailto:OMIKApprenticeship2022@osce.org), not later than 17 April 2022.

In the body of the email, applicants should indicate their preferred duty station(s). The OSCE will make efforts to match applicants' preferences with the needs formulated by local institutions.

Candidates who meet the minimum requirements will be invited to an online test.

On a needed basis, OSCE may invite candidates for a complementary interview.

The selection process will be conducted by the OSCE in close collaboration with local partner institutions.