

## Open call

**For thirty (30) candidates for a five-month  
apprenticeship programme**

**Prishtinë/Priština 27 March 2023**

Democratization Department

Public Participation Section

### **UB Project 2101180 on “Enhancing Societal Democratic Participation Capacities and Capabilities (Phase 2)”**

Activity 2.6. “2023 Apprenticeship Programme at municipal level”

#### Background:

Youth’s public participation in decision-making is guaranteed and promoted through a 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 various civil society organizations.

Nonetheless, young people are oftentimes unable to exercise their rights and fully contribute to decision-making processes because of two-fold reasons: on the one hand, youth may not have sufficient information, experience and technical skills; on the other hand, there are limited opportunities provided by public institutions to meaningfully 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 and partner Civil Society Organizations (CSOs). The programme aims at bringing young women and

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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.

men closer to local government institutions and relevant CSOs directly involving them in local participatory processes, as well as decision and policy-making processes.

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

A launching event will mark the start of the apprenticeship programme. It will present: (i) the scope and objectives of the programme, and (ii) the importance of advancing young people's inclusion in local decision and policy-making processes.

The programme will conclude in November 2023 with a closing conference, jointly organized by the OSCE and the partner institutions/organizations, where apprentices will engage and facilitate discussions on topics related to youth public participation.

#### Objective

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

#### Tasks

Depending on the type of work and the local government directorates/divisions/sections or partner CSOs, apprentices will be tasked with:

- Assisting in:
  - developing 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.
- Developing a schedule for regular communication with the assigned supervisor/programme coordinator;
- Performing other duties as assigned by the assigned supervisor/programme coordinator;
- Attending: (i) the launching event and (ii) the final conference.

#### Deliverables:

- By 16 June 2023, the selected apprentice in coordination with the assigned supervisor/programme coordinator, should submit a work plan with a detailed outline of tasks, responsibilities and deliverables;

- By 15 November 2023, the selected apprentice will submit a final self-evaluation report through which the apprentice will be invited to critically reflect on his/her experience, as well as on the relevance of the programme to his/her professional advancement/civic engagement;
  - By 15 November 2023, the selected apprentice should fill in the final survey on the apprenticeship programme.

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

- The apprentice complies with its part-time working schedule, as per the work plan agreed with its supervisor/programme coordinator;
- The apprentice attends (i) the launching event and (ii) the final conference;
- The apprentice provides the requested deliverables (e.g. work plan, final report, final survey);
- The apprentice demonstrates an increased knowledge and interest in participatory and decision-making processes at the local level.

### Location

The selected candidates will be working at the premises of selected local government institutions and partner CSOs, where they will be provided necessary space and material to work in-person, as much as desired.

### Duration

The apprenticeship programme will last for five months (June-October 2023).

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 submitting the application;
- Enrolled as a student in a university programme;
- Have excellent oral and written command of Albanian, Serbian or both languages;
- Have good oral and written command of English is an advantage;
- Be able to operate Windows applications, including word processing and e-mail;
- Demonstrated gender awareness and sensitivity;
- Willingness to work as a team member.

### Desirable qualifications

- 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;

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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.

- Contributed, as a volunteer and/or youth worker, in relevant initiatives/projects.

*Note: The OSCE is committed to promote diversity and inclusion, and encourages qualified young female and male candidates, as well as candidates with disability (-ies), from rural areas and belonging to non-majority communities or vulnerable groups, to apply to the apprenticeship programme.*

#### Proposed remuneration

- A lump sum amount of EUR 70 per person/per month will be given to each selected candidate for covering transportation expenses. The amount will be reimbursed on a 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 workplace 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:

- Fill the **Application Form** in the link below:  
[https://www.surveymonkey.com/r/ApplicationForm\\_OMiK](https://www.surveymonkey.com/r/ApplicationForm_OMiK)
- Attach their **CV** with contact details in the **Application Form** (max. 1 page, in English, Albanian or Serbian, containing information related to necessary and desirable qualifications);

The deadline to apply is **21 April 2023**.

Queries should be sent to: [OMIKApprenticeship2023@osce.org](mailto:OMIKApprenticeship2023@osce.org).

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

Shortlisted candidates might be invited for a complementary interview with local partner institutions or CSOs.