

**Republika e Kosovës**

**Republika Kosovo-Republic of Kosovo**

***Qeveria –Vlada-Government***

***Zyra e Kryeministrit-Kancelarija Premijera-Office of the Prime Minister***

Based on the need for the creation of a temporary team for the development of a Compact program between the Kosovo Government and the US, the following positions for commitment of experts are announced:

1. **One ( 1 ) National Coordinator**

 **Reference number:ZKM- ZSM-001**

*During the development of a compact program, each eligible country must mobilize significant financial and human resources, data and information, and critical thinking from its public sector, private sector and civil society. The National Coordinator leads these efforts process by managing the detailed day-to-day work of the specialized staff on the Compact Development Team and by engaging key stakeholders across government ministries and agencies, the business community and civil society organizations.*

*To be successful, a National Coordinator must be able to manage and respond to pressures from politicians, business leaders and the public; coordinate multiple streams of complex work; delegate tasks without losing sight of details; communicate clearly and effectively; and inspire and motivate stakeholders and staff.*

## Qualifications:

* Academic degree in management, business administration, public administration, finance or economics, law, communications or other relevant professional field.
* Ten (10) or more years of prior experience in senior management positions in a high-profile or strategic public sector or private entity.
* Demonstrated ability to manage a large institution, program or project with a staff of ten or more personnel and, preferably, a budget of more than $5 million annually.
* Outstanding leadership and organizational skills and the ability to work in large, multi-cultural teams. Ability to work well under the pressure of ambitious deadlines and high expectations.
* Significant prior experience working on economic development planning or the execution of economic development projects is strongly preferred. Experience working with international donor organizations and a combination of experience inside and outside Government also preferred.
* Excellent written and verbal communication skills in English.

## Description of main responsibilities:

* Coordinate closely with senior Government officials to understand and effectively represent the eligible country’s priorities in the development of a compact program.
* Serve as the primary point of contact for the exchange of critical operational information between the Government and MCC, to include developing a clear and complete understanding of MCC’s compact development process, requirements, and investment criteria.
* Manage the entire compact development process on behalf of the Government, to include guiding the initial analysis and assessment of economic development challenges; leading the identification of concept projects that will address those challenges, promote poverty alleviation and raise economic growth; coordinating the development and design of agreed projects that satisfy MCC’s investment criteria and other requirements.
* Recruit well-qualified, specialized staff for a well-qualified Compact Development Team and provide high-level executive leadership, management and coordination over its day-to-day work.
* Build, maintain and leverage effective relationships with key officials, offices, individuals and staff throughout the Government to ensure the dissemination of information, secure the commitment of all necessary information and resources, and motivate the timely completion of critical tasks.
* Report periodically to the President, Prime Minister or other designated political point of contact (e.g. MED) to provide timely updates on the status of the compact development process, obtain high-level support and approval for key decisions, and identify and resolve issues.
* Actively engage important political stakeholders, private business leaders, civil society organizations and international donors throughout the compact development process, and otherwise serve as a visible public representative of the Government’s compact development efforts.
* Plan and implement periodic visits by MCC personnel and senior officials.

## Level of effort:

The National Coordinator should be available on a full-time basis throughout the compact development process, which generally lasts for two to three years. The role is rigorous and demanding, and for that reason, the National Coordinator should not have significant competing responsibilities during this time.

## Counterpart staff:

The National Coordinator will work directly with MCC’s Country Team Leader (CTL) for the eligible country.

**II. One (1) Economist for Monitoring and Evaluation**

       **Reference Number: OPM-ZSM-002**

*During the development of a compact program, each eligible country must assess its macroeconomic environment to identify promising areas of opportunity, select projects that are likely to support high levels of economic growth, and identify the specific economic impacts and beneficiaries of each proposed project. The Economist/M&E Lead will lead these efforts by organizing and managing the development of a Constraints to Economic Growth Analysis in the earliest phase of compact development, and later by developing the economic justification for the identification and selection of proposed projects and conducting the assessment of the beneficiary analysis and economic rate of return calculation for agreed projects. Ultimately, the Economist/M&E Lead will be responsible for ensuring that each project in the compact program meets MCC’s strict requirements for raising economic growth and alleviating poverty, with a particular emphasis on how proposed projects are likely to impact poor households and disadvantaged groups, including women.*

*To be successful, the Economist/M&E Lead must be able to work collaboratively with interdisciplinary teams; lead and organize complex analytical exercises; gather, synthesize and assess large amounts of data and information; reach conclusions in an environment of uncertainty and tight timelines; and communicate and write clearly and effectively.*

## Qualifications:

* Academic degree in economics, public policy, or related studies. Master’s degree or doctoral degree strongly preferred.
* Three (3) or more years of experience in an economics position with considerable responsibility for management of projects and personnel.
* Demonstrated ability to acquire data from local institutions such as government ministries and statistical agencies
* Demonstrated ability to analyze the economics of development projects, including conducting cost-benefit analysis and beneficiary analysis.
* Strong skills with software for statistical analysis, such as STATA.
* Experience working with an economic planning or development organization or an international donor organization preferred.
* Experience in the energy sector is a plus.

## Description of main responsibilities:

* Lead research and assessment for the Constraints to Economic Growth Analysis to identify the major barriers to economic growth, private investment and poverty alleviation in the country, including acquiring and collecting relevant economic data and conducting quantitative analysis thereof.
* Build an economic justification for any potential projects, including a clear explanation of the ways in which projects will raise economic growth and alleviate poverty.
* Contribute to the development of a detailed program logic for the proposed projects and for the overall compact program, working in close collaboration with other members of the Compact Development Team.
* Conduct a detailed analysis of the economic characteristics of any proposed projects, including assessing in detail the likely costs and benefits associated with each, disaggregated by income level, social group and gender.
* Develop an analytical framework, gather all required data, and calculate economic rates of return (ERRs) for proposed projects.  Also develop a detailed assessment of how proposed projects will impact intended beneficiaries, with particular attention on poor households and disadvantaged groups, including women.

## Level of effort:

The Economist/M&E Leadcan range anywhere between full time and somewhat more episodic, with his or her most important contributions during the identification and justification of potential concept projects, the final justification of proposed projects and the calculation of economic rates of return (ERRs), and the final preparation and negotiation of the compact. Given the short timeline for this development process, a full time position is recommended, especially if they have specific expertise in the energy sector.

## Counterpart Staff:

The Economist/M&E Leadwill work directly with MCC’s Lead Economist (LE) for the eligible country.

**III. One (1) Energy Sector Specialist
           Reference Number: OPM-ZSM-003***Required qualifications:*

* Academic degree in engineering, planning, administration, project management, or other relevant professional field.
* Approximately eight (8) years of professional experience in managing projects that involve the energy sector with a demonstrated ability to deliver large, complex engineering projects on a tight timeline. Familiarity with various aspects of project development, including pre-feasibility or feasibility studies, cost estimating, design and/or construction supervision is preferred.
* Detailed knowledge of the energy sector policies, policy making institutions, power utilities and construction industry in Kosovo.  Familiarity with Kosovo’s energy sector strategy, master plan and/or strategic investment plan strongly preferred.
* Demonstrated ability to interact effectively and constructively with public policy makers, civil society organizations, technical and construction experts and project-affected parties (PAPs).
* Strong verbal and written communication skills.

*Description of main responsibilities:*

* Lead detailed discussions of the “root causes” that underlie the binding constraints to economic growth in the Energy Sector, working in close coordination with Government policy makers, outside experts, staff of international donor institutions and other stakeholders.
* On behalf of the Compact Development Team, lead the definition of critical problems facing the Energy Sector, the identification of potential mitigation strategies, and the drafting of the Concept Note that explains these, in accordance with MCC’s guidance.
* On behalf of the Compact Development Team, lead the identification of potential project concepts and the drafting of the Concept Paper that proposes policy, legal, regulatory or institutional changes or public or private investments necessary for the success of these projects, in accordance with MCC’s guidance.
* Lead and manage the drafting of detailed terms of reference (TORs) for any feasibility studies, environmental or social impact assessments, or preliminary design that may be necessary to prepare projects and advance the compact development process.
* Provide detailed, constructive guidance to consultants that may be procured to provide detailed sectoral or institutional analysis, feasibility studies, environmental or social impact assessments, or preliminary designs, in conjunction with key stakeholders and with MCC, and ensure the consultants have access to all Government officials, institutions, staff members and data and information as may be needed for the complete, timely, successful conduct of their work.
* Review and comment on deliverables under any feasibility studies, environmental and social impact assessments, or preliminary design work – including work plans, timelines and substantive deliverables – to ensure that all technical risks, issues and concerns are properly and completely addressed.
* Build, maintain and effectively leverage relationships with the Ministry of Economic Development and other Government ministries, departments or agencies that are responsible for the oversight and implementation policies, laws and regulations in the Energy Sector in Kosovo.
* Assist in the comprehensive assessment of the technical and management capacity of any Government ministries, departments or agencies or of any public companies that may be involved in the oversight, management or implementation of any proposed projects.
* Serve as the main point of contact between Kosovo’s Compact Development Team and MCC’s Energy practice group, and ensure the adequate flow of information as needed to keep MCC well informed of progress, issues and risks.

*Level of effort:*

The Energy Sector specialist should serve as a full-time equivalent (FTE) throughout the compact development process.

**IV. One (1) Private Sector Development Specialist.
             Reference Number: OPM-ZSM-004**
*During the development of a compact program, each eligible country must engage the business community in identifying and designing projects in ways that improve the business environment, strengthen regulations and institutions, create market-oriented policies, build investor confidence, and build the basic services that support private business activities. The Private Sector Development Specialist will lead these efforts by organizing, managing and sustaining engagement with the business community; collecting and assessing data on key economic sectors and overall economic competitiveness; identifying key issues in the business environment that constrain or impede the growth of private investment and private business activity; identifying opportunities to expand private business activity through proposed compact projects; and designing specific strategies to engage private business or private investors in in the implementation or long-term operation of compact projects or attract complementary private investment around compact projects. Ultimately, the Private Sector Development Specialist will be responsible for ensuring that the eligible country’s project proposals fully reflect opportunities to expand private investment, both in and around the specific investments funded by MCC, and to amplify the impact and improve the long-term sustainability of the compact program.*

*To be successful, the Private Sector Development Expert must have a detailed knowledge of the eligible country’s economy; have considerable familiarity with the interests and concerns of private business and private investors; be able to organize and sustain engagement with a wide range of stakeholders; and be able to work collaboratively with interdisciplinary teams.*

## Qualifications:

* Academic degree in economics, business, finance, law or a related field.
* Ten (10) or more years of prior work experience involving the promotion or representation of private investment or private business concerns.
* Demonstrated ability to collect, organize and analyze quantitative and qualitative data and information in making assessments and reaching conclusions
* Strong organization and communication skills
* Experience working with an economic planning or development agency, trade or investment promotion agency, or international donor organization preferred.
* Experience in the energy sector is a plus.

## Description of main responsibilities:

* Contribute to the development of plans for public consultations and stakeholder engagement and lead the organization, management and implementation of outreach to private businesses and private investors to ensure that their views are captured and taken into full account. Hold ongoing consultations with private businesses, private investors, academics and relevant government officials throughout the compact development process.
* Assess the eligible country’s overall economic competitiveness and identify impediments to private investment and the expansion of private business opportunities in critical sectors of the domestic economy.
* Contribute to the analysis of underlying issues and root causes of any binding constraints to economic growth, working in close collaboration with other members of the Compact Development Team to ensure that the concerns and issues of private businesses and private investors are fully understood, captured and taken into account.
* Work closely with the Social Inclusion and Gender Assessment Specialist to ensure that the concerns and needs of small enterprises – particularly those run by women or traditionally disadvantaged groups – are integrated into the overall assessment of opportunities.
* Contribute to the identification and development of initial concepts and project proposals, working in close collaboration with other members of the Compact Development Team to ensure that opportunities to alleviate impediments to private investment and expand private business activities are taken into account.
* Contribute to the development of a detailed program logic for the proposed projects and for the overall compact program, working in close collaboration with other members of the Compact Development Team.
* Review and assess initial concepts and project proposals to identify additional opportunities to expand private investment and private business activity by improving regulation or policy or otherwise enhancing the general business climate; sharing development or implementation costs with private investors; involving private business in project implementation; enhancing incentives for private investment through project investments; or promoting parallel investments by private business interests.

## Level of effort:

On average, the Private Sector Development Specialist’s role should be at least 50 percent time and possibly a full time position, especially if they have sector expertise, throughout the compact development process.  The heaviest contributions from the Private Sector Development Specialist will be during the development and design of specific project proposals, particularly if private participation in any of the projects is under consideration (which is expected to be a significant effort).

## Counterpart staff:

The Private Sector Development Specialist will work directly with a member of MCC’s Finance, Investment and Trade (FIT) division.

**V. One (1) Social Inclusion and gender intergration specialist
             Reference Number: OPM-ZSM-005**

*During the development of a compact program, each eligible country must analyze gender differences and inequalities and fully integrate social and gender issues into its process for identifying, developing and designing potential projects. The Social Inclusion and Gender Integration Specialist will lead these efforts by organizing, managing and sustaining engagement with experts and organizations that represent the interests of the poor, disadvantaged social groups and women; collecting and assessing data related to the social and gender dimensions of economic development; identifying key legal, social and cultural constraints that impede the equitable distribution of the benefits from economic development; identifying opportunities to reduce barriers and expand the participation of the poor, disadvantaged social groups and women in economic development through proposed compact projects; developing strategies for integrating relevant social and gender concerns into proposed projects; and analyzing the potential impact of proposed projects on different beneficiary groups.*

*To be successful, the Social Inclusion and Gender Integration Specialist must have a detailed knowledge of the eligible country’s legal, social and cultural environment; considerable familiarity with the experiences of the poor, disadvantaged social groups and women; be able to organize and sustain engagement with a wide range of stakeholders; and be able to work collaboratively with interdisciplinary teams.*

## Qualifications:

* Academic degree in law, public policy or a social science with a primary focus on gender issues, such as anthropology, sociology, women’s studies, or community development. Master’s degree or doctoral degree strongly preferred.
* Ten (10) or more years of prior work experience involving the assessment, promotion or protection of issues related to the poor, disadvantaged social groups or women in a context related to economic development concerns.
* Detailed knowledge of policies, laws and regulations related to social inclusion and gender equality concerns in the eligible country, with a particular focus on the policy and institutional environment, including issues related to the legal status facing the poor, disadvantaged social groups and women.
* Demonstrated ability to drive the integration of social and gender issues into the development and design of large scale economic development or infrastructure projects.
* Experience working with a non-governmental organization (NGO) dedicated to the concerns of the poor, disadvantaged social groups or women, a national organization for women or a disadvantaged group, a relevant government agency or an international development partner preferred.

## Description of responsibilities:

* Contribute to the identification of relevant stakeholders and the development of plans for public consultations and stakeholder engagement, and then lead the organization, management and implementation of outreach to experts and organizations that represent the interests of the poor, disadvantaged social groups and women, including organizations representing women’s businesses. Hold ongoing consultations with such experts and organizations, academic institutions and relevant government agencies throughout the compact development process.
* Identify and assess the impact of legal, institutional, social and cultural barriers that limit economic participation or impede poverty reduction among the poor, disadvantaged social groups and women.
* Contribute to the identification and development of initial concepts and project proposals, working in close collaboration with other members of the Compact Development Team to ensure that opportunities to reduce barriers and expand the participation of the poor, disadvantaged social groups and women in economic development are taken into account.
* Contribute to the development of a detailed program logic for the proposed projects and for the overall compact program, working in close collaboration with other members of the Compact Development Team.
* Throughout the Project Development phase, evaluate the technical adequacy of and provide technical recommendations and inputs related to social and gender issues in any feasibility or design study, environmental and social impact assessment, resettlement action plan or environmental and social management plan (including any health and safety management plan or any mitigation plan for risks associated with child labor, human trafficking, or HIV/AIDS), including any gender assessment or gender integration plan.
* Contribute to the development of a Monitoring and Evaluation (M&E) Plan that includes indicators and data properly disaggregated for age, gender and other relevant social factors so that the impact on women and other disadvantaged groups can be properly tracked.
* Ensure that all requirements of the MCC Gender Integration Milestones and the Operational Procedures for Compact Development are met throughout the compact development process.

## Level of effort:

On average, the Social Inclusion and Gender Integration Specialist’s role should occupy 50 percent of a full-time equivalent (FTE) during the Compact development process.  The heaviest contributions from the Social Inclusion and Gender Integration Specialist will be needed during the development of the program logic; the consideration of potential projects; and the refinement, further development and design of proposed projects.

## Counterpart staff:

The Social Inclusion and Gender Integration Specialist will work directly with a member of MCC’s Gender and Social Integration (GSI) division. MCC may also provide an experienced international consultant to support compact development work.

**VI. One (1) Environmental and Social Performance ( ESP) Specialist
             Reference Number: OPM-ZSM-006**

*During the development of a compact program, each eligible country must assess environmental and social issues and impacts in the process of identifying, developing and designing potential projects. The Environmental and Social Specialist will lead these efforts by organizing, managing and sustaining engagement with experts and organizations that represent national interests within the environmental and social sectors. This will include collecting and assessing data related to environmental and social dimensions of economic development; identifying key environmental and social constraints that impede the long-term and sustainable benefits of proposed projects; and, identifying opportunities to improve or enhance project outcomes through environmental or social interventions.*

*In addition, the Specialist will ensure that appropriate considerations for environmental and social performance, as defined in the IFC Performance Standards, Millennium Challenge Corporation (MCC) Environmental Guidelines, and Environmental and Social Legislation of the Government of Kosovo (GoK) are included in studies and assessments conducted during the compact development process.* *In this regard, the Kosovo Environmental and Social Specialist will play a key role in the planning and design of the compact program.*

***Qualifications:***

* Academic degree in natural science, environmental or natural resources policy/planning/management, engineering or other relevant professional field.
* Approximately eight or more years of professional experience with preparing, reviewing, managing or overseeing environmental permitting or environmental and social impact assessments. Prior experience working on projects funded by international organizations or international donors is preferred.
* Knowledge of GoK’s environmental laws and regulations, particularly those related to environmental and social impact assessments, land acquisition and resettlement, public health and safety, public consultations and gender issues.
* Experience with the environmental standards, guidelines and policies used by international organizations or international donors. Familiarity with the World Bank Operational Policy (OP) 4.12 and/ or the International Finance Corporation (IFC) Performance Standards is preferred.
* Demonstrated ability to interact constructively with public policy makers, civil society organizations, technical and engineering experts and other compact-affected parties.

***Description of responsibilities:***

* On behalf of the compact development team, lead the identification and documentation of environmental and social “root causes” that may underlie the binding constraints identified during the country assessment phase and the identification and documentation of potential environmental and social risks, issues and concerns related to proposed project concepts.
* Develop and review terms of reference (TORs) for any feasibility studies, environmental and social impact assessments, or preliminary design work to ensure they will comply with all relevant environmental and social policies, laws and regulations of the GoK; the MCC Environmental Guidelines; and, any relevant portions of the International Finance Corporation (IFC) Performance Standards.
* Review and comment on deliverables under any feasibility studies, environmental and social impact assessments, or preliminary design work to ensure that all environmental and social risks, issues and concerns are properly and completely addressed.
* Build, maintain and effectively leverage relationships with the relevant ministries, departments and agencies (i.e. MESP, KEPA, MED, KAEE, MH, NIPH, etc.) or other agencies that are responsible for the oversight and implementation of environmental and social policies, laws and regulations in Kosovo.
* Assist in the comprehensive assessment of the environmental and social management capacity of any Government ministries, departments or agencies or of any public companies that may be involved in the oversight, management or implementation of any proposed projects.
* Assist in organizing and managing periodic consultations with experts, stakeholders and potential project affected parties, as necessary and appropriate to ensure the transparent exchange of information related to the compact development process and to any proposed project concepts.
* Serve as the main point of contact between the GoK’s compact development team and MCC’s Environmental and Social Performance (ESP) team, and ensure the adequate flow of information as needed to keep MCC well informed of progress, issues and risks.

***Level of effort:***

On average, the Environmental and Social Specialist’s role should occupy approximately 50-75 percent of a full-time equivalent (FTE) during the compact development process. The heaviest contributions from the Specialist will be needed during the research and analysis of potential projects; and the refinement, further development and design of proposed projects. If outside consultants are procured to conduct feasibility studies and environmental impact assessments, this level of commitment could increase as reports and other deliverables are received.

**VII. One (1) Procurment Specialist
             Reference Number: OPM-ZSM-007**

 During compact development, the Procurement Specialist would be responsible for providing advice and overall leadership on all procurement-related issues regarding project design and preparation, as well as related planning for implementation and sustainability. As projects are identified, this will include working closely with the Compact Development Team Technical Specialists to plan for Compact procurements, hiring a Procurement Agent, and complying with applicable MCC Procurement policies and guidelines in Compact development.

**Required qualifications:**

* University degree, preferably in business administration, public administration, finance, international development, or related field.
* Experience in project management.
* At least 5-7 years of experience in procurement-related functions, preferably those that are assisted by one of the major development partners.
* Expert with procurement procedures for goods and services and international best practices.
* Proficiency in data and information systems.
* Excellent written and verbal communication skills in English.

**Description of responsibilities:**

* Provide overall procurement related support to the Core Team and relevant GoK ministries tasked with Compact development and potential projects/sub-projects with a focus on system, logistics, technical, procedural and legal aspects of procurement.
* Provide strategic procurement advice in project planning and preparation to Core Team members.
* Coordinate the functions of the Core Team and the Procurement Agent once on board in implementing the Compact program, including identifying initial procurement needs and organizing procurement operations.
* Design a system of tracking execution of procurement contracts, ensuring that bids are awarded in a transparent and timely manner, recording transactions and reporting on all procurement activities.
* Review and endorse the procurement packages proposed for the individual projects/sub-projects for their compliance with the established procedures.
* Undertake spot and random checks and audits on procurement procedures and actual execution of procurement contracts.
* Prepare and establish Procurement Operations Manual, Bid Challenge System, Procurement processes, Procurement Plans, Procurement Performance Reports, and other required Procurement documentation, with the Procurement Agent, as applicable, for the Compact Program.
* Support the Core Team staff in maintaining the integrity and confidentiality of the procurement process.
* Facilitate the preparation by the technical staff and submission to the Procurement Agent of necessary documents defining the procurement needs.
* Approve procurement decisions as set out in the Approval Requirements of the MCC Procurement Guidelines.
* Facilitate requests for approvals from MCC for procurement decisions as required in the Approval Requirements of the MCC Procurement Guidelines.

**Level of effort:**

On average, the Procurement Specialist role should occupy a .5 to full-time equivalent (FTE) during the Compact development process.  The heaviest contributions from the Procurement Specialist will be needed during the due diligence and appraisal of potential projects; Compact negotiations and signing; and mobilization of the new Accountable Entity, particularly the Procurement function and hiring of the Procurement Agent.

 **VIII. One (1) Finance Specialist
             Reference Number: OPM-ZSM-007**

## Qualifications:

* Bachelor’s Degree in Accounting/Finance or relevant field;
* At least five (5) or more years of progressive financial management experience, preferably in international development and with governmental organizations and donor agencies; Master’s degree is desirable;
* Experience managing financial management processes, preferably with development-partner assistance;
* Excellent communication, coordination skills; demonstrated ability to interact and collaborate with people across departments, divisions and institutions;
* Good computer skills to include Microsoft Office applications (MS Word, MS Excel, MS PowerPoint, etc.) and ability to navigate and leverage the internet.
* Written and verbal fluency in English

## Description of Main Responsibilities:

* Serve as a Point of Contact for MCC financial and accounting review and inquiry related to the Government of Kosovo managed IE Grant funds; work closely with the MCC Program Financial Services Director;
* Serve as the primary custodian of all payroll, accounting, and financial management records;
* Review time sheets, payroll, and make required adjustments of taxes, advances, retirement fund;
* Review and verify a range of transactions (including disbursements, transfers, etc.) and ensure MCC Cost Principles and other MCC finance and accounting guidelines are properly observed, and documentation is current and accurate to support reporting and audit activities;
* Monitor budgets and daily cash flow ensuring that issues of overspend/underspend are anticipated and that remedial measures are raised to management;
* Oversee the preparation and organization of finance and accounting documentation for budgeting, reporting, and audit activities, ensuring that information is accurate and traceable;
Consolidate and maintain documentation on issues and best practices to support process improvement activities; and
* Willing to do other duty and responsibility for the office beyond working hours.

***Deliverables***

* Completed timesheets, salary data, and withholding information and to record and process salaries and applicable withholdings for staff and consultants;
* Prepared financial management and accounting documentation for budgeting, reporting, and audit activities, ensuring that information is accurate and traceable
* Maintained and orderly files of all supporting documentation for all responsible financial management activities; made available upon request;
* All MCC data requests to support financial management accountability and oversight.

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## Counterpart Staff:

The FMS will work directly with MCC’s PFS Director for Kosovo Compact Program.

**GENERAL INFORMATION ON CANDIDATES REGARDING APPLICATION**

 **PROCEDURES**

The Office of the Prime Minister provides equal employment opportunities for all citizens of the Republic of Kosovo and welcomes applications from all communities in Kosovo.

Candidates for the above mentioned positions must submit the following documents:

* CV
* Motivation letter.
* Documentation foreseen in terms of employment (evidence of professional qualification, work experience, references etc. Diplomas earned abroad should be validated by MEST).
* Certificate (proof) that it is not under investigation.
* Citizen of Kosovo (copy of passport or identity card).

The vacancy with application data can be found on the Web site: http: //www.rks-gov.net/pm/; http://www.kryeministri-ks.net/zck/.

The documentation must be submitted to the official e-mail address personeli.zkm@rks-gov.net

Incomplete documentation with required information's will be considered invalid.

Due to the large number of applications received, only the candidates selected on the shortlist will be contacted.

The duration of the contract for engaging experts is 6 month.

The payment for expert engagement is negotiable.

**The deadline for the vacancy is from 03/ 07/2020 until 13/07/2020.**

Requests sent after the last application date will not be accepted.

For additional information, please call the following numbers: 038 200 14 818 and 038 200 14 817.