



**Republika e Kosovës**  
**Republika Kosova-Republic of Kosovo**  
*Qeveria - Vlada-Government*

**Zyra e Kryeministrit - Kancelarija Premijera- The Prime Minister Office**

Based on Law No. 08/L-197 on Public Officials, Article 39 (1,2,3, 4,5 and 6) and Regulation (QRK) No. 15/2023 for admission and career in the civil service of the Republic of Kosovo, the Office of the Prime Minister announced:

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## Competition

### Accept

The application is open to all interested candidates:

<b>Job title:</b>	Director of the Office for Community Affairs
<b>Position class:</b>	Middle Manager
<b>Coefficient/salary:</b>	G4-8.6
<b>No. required:</b>	1
<b>Notification date:</b>	26/01/2024
<b>Application deadline:</b>	27 /01/2024 - 25/02/2024
<b>Institution:</b>	Office of the Prime Minister of Kosovo
<b>Department:</b>	Office for Community Affairs
<b>Division:</b>	
<b>Place of Work:</b>	Prishtinë
<b>No. of Reference:</b>	RN00013181
<b>Code:</b>	RPC0006720



## **1. General job description**

1. Supports and provides advice to the General Secretary of the Prime Minister's Office on the institution's policies and objectives related to the office's area of responsibility.
2. Identifies the needs for the development of policies and objectives of the institution, makes recommendations within the responsibility of the office and offers solutions to professional problems related to it.
3. Directs and supervises all general activities of the office and ensures its efficient operation;
4. Is responsible for setting objectives and planning the Office's activity and choosing professional problems related to the Office;
5. Ensures the promotion of equal treatment of all communities, coordinates issues related to communities to ensure that they are taken into account effectively throughout Kosovo.
6. Addressing the practical needs of communities through the efficient and transparent use of available funds to have a positive effect and create changes in people's lives, with special emphasis on those who are most in need;
7. Consultation with communities and civil society and the creation of a meaningful partnership through building trust, understanding, exchange of good practices, consultation and effective mobilization of communities in order to promote the prosperity of non-majority communities in Kosovo;
8. Organizes and distributes work to his subordinates, manages the fulfillment of tasks and responsibilities that must be fulfilled in accordance with the objectives and responsibilities of the office through the daily activities of the office and ensures that this activity is in accordance with legislation, institutional policies and standards relevant;
9. Manages the office's human resources and budget, allocates tasks, provides guidance and monitors their work, evaluates work results for staff under his/her direct supervision, and identifies and supports the development of their capacities through trainings;
10. Makes the evaluation of the work results for the staff under his direct supervision and identifies the needs for the development of their capacities through training.

## **2. General conditions for acceptance into office according to Article 9 of the LZP:**

- Be a citizen of the Republic of Kosovo;
- To have full ability to act, according to the legislation in force;
- Master at least one of the official languages, in accordance with the Law on Languages;
- Be able to perform the relevant task;
- Not to be convicted of committing a criminal offense intentionally;
- There should be no disciplinary measure in force for a serious violation in a public institution.
- Have the education, professional work experience and/or skills required for the relevant position, category, class or group.
- To successfully pass the admission procedures defined in this law.



### **3. General formal requirements**

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- **Required education:** Diploma of higher education at least 4 years of studies in Law, Economics, Public Administration, Political Science, Sociology, Philosophy.
- **Special formal qualifications:**
- **Required work experience:** At least six (6) years of professional work experience, including at least three (3) years in management positions.

### **4. Knowledge, skills and qualities required in the recruitment procedure**

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- High organizational, leadership and policy-making skills.
- Ability to adapt to priorities and demands, deadlines through high level analytical and problem solving skills.
- Extensive knowledge related to the Department's area of responsibility, budget and civil service management.
- Communication and collaboration skills, including the ability to establish and maintain trusting relationships with superiors and staff.
- Ability to make independent professional assessments and exercise discretion on issues and to make a significant contribution to the development and implementation of relevant legislation and documents.
- Knowledge of Microsoft Office programs;
- Knowledge of one of the official languages. Knowledge of the English language is considered an advantage;
- Ability to motivate staff and successfully manage office projects;
- Be energetic and able to work with a flexible schedule and time pressure, have work ethics and high work integrity.

### **5. Documents to be submitted as part of the application and how to submit them**

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- Copy of university diploma requested by competition with data from educational institutions, proof of nostrification for diplomas obtained abroad.
- Proof of work experience issued by the relevant employment institution, which determines the job position as well as the duration of engagements in that position. The work experience, which is declared according to the conditions of the competition, acquired in another country, is proved if the references of the experience are supported by the relevant notarial acts.
- At least one of the proofs: the proof of the performance of obligations on the personal income for the worker or the proof of the payment of pension contributions to the competent body;
- Copies of evidence of training.
- Copy of the ID/Passport issued by the Republic of Kosovo.
- Evidence that there is no disciplinary measure in force for a serious violation in a public institution (applies to public officials and those who have worked in the public sector, while female candidates outside the public sector - provide a self-signed written statement).
- Evidence (the written statement itself) that the candidates belong to the non-majority community.



## **6. Date of release of results and preliminary assessment**

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- The list of candidates who meet the conditions for admission will be announced no later than 11/03/2024, on the electronic recruitment portal ( <https://konkursi.rks-gov.net>)

## **7. Additional specific criteria**

- there is not

## **8. Method of evaluation of candidates/applicants**

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- Written test – maximum 70 points
- Interview – maximum 30 points

## **9. The method of notification and communication with candidates**

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- Through e-mail and the portal for electronic recruitment ( <https://konkursi.rks-gov.net>)

## **10. Method of application**

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- Through the portal for electronic recruitment ( <https://konkursi.rks-gov.net>)

## **11. Date of declaration of final results**

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- At the end of the evaluation of the candidates, the winner will be announced through the electronic recruitment portal (<https://konkursi.rks-gov.net>) All candidates participating in this procedure will be notified individually electronically.

### **Additional data:**

**Reserved quotas and affirmative measures:** The position is provided only for non-majority communities, in order to fill the quota reserved for non-majority communities in the civil service in the institutions of the central administration.

Non-majority communities and their members have the right to fair and proportional representation in the civil service of Kosovo, as specified in the Law, therefore they are encouraged to apply.

The winning candidate is appointed to the relevant position for a term of four (4) years with the possibility of extension for another term of the same.

Applications submitted after the deadline are not accepted and incomplete applications are rejected.

Through the application, the candidate declares and bears responsibility for the authenticity of all submitted documents as required by the announcement of the recruitment procedure.

Based on Article 14 of the Regulation (QRK) No. 15/2023 for the admission procedure in the Civil Service, after the selection of the winning candidate, the NJBN made the final verification before the appointment of the fulfillment of the application criteria by the candidate and requires the candidate to submit the documents proving the fulfillment of the criteria in the original or identical to the original.

