



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

*Ministria e Administrimit të Pushtetit Lokal*  
*Ministarstvo Administracije Lokalne Samouprave*  
*Ministry of Local Government Administration*

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**Vacancy Announcement**  
**IPA II Cross-border Cooperation Program (CBC) Kosovo – Macedonia 2014-2020**

**Key Expert for the Head of Joint Technical Secretariat, Gjilan, Kosovo**

Kosovo participates in the IPA II Cross-border Cooperation Programme, Kosovo - Macedonia 2014 – 2020 financed by European Union. The CBC programmes aims to support a sustainable development of border areas between Kosovo and Macedonia. For the implementation of the CBC Programme a Joint Technical Secretariat with staff from Kosovo and Macedonia will be established in Gjilan, Kosovo, and Antenna will be established in Kumanovo, Macedonia.

In this regard the Ministry of Local Government Administration invites the interested candidates to apply for the following position:

- **Team Leader – Head of the Joint Technical Secretariat (JTS), located in Gjilan, Kosovo;**

**Requirement and qualification of a Team Leader:**

**Main tasks to be performed include:**

- Tasks related to management, implementation, monitoring, reporting of CBC Programme related to the requirements of the CA and OSs;
- Support launching, contracting, implementation of CBC Grant schemes;
- Capacity building activities for potential applicant and for grant beneficiaries; organising trainings, info sessions, partners search forums and other assistance to the CfP as required;
- Collect the technical reports from the beneficiaries;
- Support and provide administrative and logistic assistance to the JSC, OSs, JMC and Project Steering Committee/PSC;
- Providing with reports related to the project implementation and also other reports related to the programme implementation;
- Support the Operating Structures in preparing the visibility and communication plan, other visibility activities as information campaign, preparation and production of publicity items, maintaining the web page of the CBCP KS-MK;
- Other task related to the Programme implementation as required by CA and OSs.

**Qualifications and skills:**

- University degree, preferably a Master's degree, or alternatively at least 5 years of professional experience following secondary education, or 3 years of professional experience following a BA degree above the minimum required general professional experience;
- Fluency in both written and spoken English and in the national languages of Kosovo and preferably also in the national languages of Former Yugoslav Republic of Macedonia.

**General professional experience:**

- At least 5 years of relevant professional experience in assistance programmes/projects funded by the EU or other donors;
- At least 3 years of project management and coordination experience.

**Specific professional experience:**

- Out of the minimum required general professional experience (5 years) at least 3 year of experience in the supervision, coordination and management of teams of experts;
- Involvement in at least 3 EU-funded projects in the past 6 years, preferably related to Cross-border Cooperation in the IPA II Beneficiaries is an advantage.

**The deadline for applications is 23.11.2015**

Interested applicants have to submit:

- Curriculum Vitae (CV) in English in Europass format;
- Written motivation letter in English;
- All supporting documents to be provided when applying (references, diplomas notarized, ID, Certificate that you are not under investigation and prove that you have no debt to TAX Administration of Kosovo).

The application should be submitted directly by post or email to the following address:

***By post:***

Department of Administration and Finance  
Ministry of Local Government Administration  
Former Rilindja Building, Floor 11, Prishtina, Kosovo

***E-mail: [majlinda.shaqiri@rks-gov.net](mailto:majlinda.shaqiri@rks-gov.net)***

*Please provide in the subject the position applying for.*

Only those applications which have been received by the closing date to this vacancy announcement will be eligible for consideration.