



**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**

### **FOR THE POSITION**

#### **NON KEY EXPERT 2**

#### **“PROJECT OFFICER WITH FINANCIAL PROFILE”**

### **FOR**

### **THE IPA II CROSS-BORDER PROGRAMME BETWEEN KOSOVO AND FORMER YUGOSLAV REPUBLIC OF MACEDONIA 2014-2020**

The Ministry of Local Government Administration in Republic of Kosovo as a Operation Structures, in agreement with the Operating Structure from Ministry of Local Self Government of Former Yugoslav Republic of Macedonia is issuing a public call for expression of interest in order to proceed with the recruitment of one (1) Project officer with financial profile of the implementation of the “IPA II, Cross-border Cooperation Programme Kosovo- Former Yugoslav Republic of Macedonia 2014-2020.

The responsibilities of the Non-Key expert (NKE) will be both project and finance oriented. In addition to the tasks of the Project Officer (which have to be reduced in comparison to the previous non-key expert), this specific position will have to deal with implementation of the programme (especially on financial matters in grant contract implementation), financial management of this service contract as well as for the administrative issues. The officer will perform his/her tasks in the JTS premises in Gjilan/Gnjane.

The Project officer with financial profile will be operational from March 2016. This will be a position of up to **460** working days over the contract duration. Minimum of 75% of these working days should be spent in the eligible territory.

In addition to the tasks of the project officer and administrative issues, he/she will be responsible for the financial management, flow and transactions of the funds and the certification of the project expenses in accordance with the contract and related to PRAG rules. He/she will support the Head of JTS and report every time needed to the OSs and to the CA on the financial administration of this service contract. All interested candidates are requested to submit their application for the post described below:

#### **General experience, qualifications skills:**

- University degree , preferably a Master's degree and at least 5 years professional experience;
- Fluency in both written and spoken English and in the national language of Kosovo;
- Knowledge of PRAG rules.

#### **General professional experience**

- At least 3 years of general professional experience in assistance programmes/projects funded by the EU or other donors and
- At least 2 years in financial and administrative project management in the public or private sector.

### **Specific professional experience**

- At least 3 years of experience with programmes/projects funded by the EU or other donors, preferably in matters related to Cross-border Cooperation in the IPA II Beneficiaries;
- Experience on financial and administrative project management, procurement, sub-contracting, budgeting, financial reporting, financial reporting, administration of resources;
- Experience in the provision of training related to financial and administrative project management will be an asset;
- Experience as a consultant for financial administration and procurement in international donor funded projects and particularly in EU-funded CBC programmes will be an advantage.

Interested applicants have to submit:

- Curriculum Vitae (CV) in English in Europass format;
- Written motivation letter in English;
- All relevant 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 LATEST by 30.03.2016:

**By post:**

Ministry of Local Government Administration  
Former Rilindja Building, Floor 11, Pristine, Kosovo

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

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