Pursuant to the Article 145, item 2 of the Constitution of the Republic of Kosovo, and pursuant to the Law No. 03/L-149 on the Kosovo Civil Service, Chapter III, Article 11 of this Law, Article 15 of Regulation No. 02/2010 on the Recruitment Procedures in the Civil Service, the Ministry of Security Force announces the following:

**JOB VACANCY**

**Job Position:** Construction Engineer

**Functional category and grade of the position:** Grade A2

**Reference No. Of position:** 2334

**Duty station:** MKSF

**Duties and responsibilities:**

- Compiles short term, midterm and long term development plan, during the infrastructure in the locations of the KSF barracks,
- Plans and monitors the contracts in the projects of the infrastructure at the KSF barracks.
- Cooperates with other departments and sections in the MKSF and KSF in regards to the infrastructure projects.
- Is responsible to fulfill all the daily, weekly and monthly balances of the transactions and cash that is kept, as well as to report to his/her supervisor about each imbalance that he encounters,
- Is responsible for reimbursement of the fund,
- Is responsible for funds balances of the units and their reimbursement.
- Evaluates the overall infrastructure situation of the barracks, analyzes, proposes and takes measures for repair and maintenance.
- Updates, organizes and archives documents from the field of infrastructure,
- Evaluates the infrastructure projects, prepare technical documents for infrastructure projects.
- Develops infrastructure procedures, directives and regulations for the KSF in relation to the evaluation of needs, maintenance, usage and repair of all KSF property.
- Reports and is accountable to the Head of the Infrastructure and Support Section.

**Conditions of participation in recruitment:**

- In the civil service are entitled to be employed citizens of the Republic of Kosovo adults who have full capacity to act, are in possession of civil and political rights, have the necessary educational preparation and professional ability to the executive perform duties, managerial or implementation of administrative functions and who have physical skills, required for the relevant position.
- Admission to the Kosovo civil service can be performed up to one (1) year prior to retirement age.

**Competative procedures**

- Announcement of the job vacancy is opened to all interested persons to apply.

**Education required**

- University Degree- Graduated engineer for construction

**Skills, experience and other characteristics**

- Working experience in the field of construction.
- Good computer skills- Project programs.
- Knowledge of Albania or Serbian language, and English
- Experience at management level in a private or public institution/ Civil/ Emergency Support Agency. (desirable).
- Working experience as Construction engineer (desirable).
- The engineer must be Professional, experienced, reliable and capable to fulfill assigned tasks based on its mandate and additional tasks in a professional manner within the deadlines
• Must use discretion dealing with people and business
• Must be highly motivated and have a strong work ethic
• He / she must be able to work on their own as well as work as e team with the other staff members in accomplishing assigned tasks.

**Laws and regulations that regulate recruitment**

• The recruitment process in Kosovo Civil Service is based on Civil Service Law of the Republic of Kosovo No.03/L-149 and Regulation on recruitment Procedures in Civil Service No. 02/2010.
• Based on the abovementioned legal acts candidates, who meet the criteria set, will be subject to an initial review of their applications.
• The most successful applicants will be included in the short list and invited to participate in writing test and interview.
• Candidates, who pass the written test, will be subject of interview. At the end of the selection process of the unelected candidates have the right to appeal.

**Duration of Appointment**

• The appointment is for an indefinite period while the duration of the probationary period is 12 months.

**Closing date of competition**

• The advertisement will be open fifteen days (15) after its publication in Kosovo daily newspapers.
• End date of applications is 09.05.2012.
• The applications posted on the last day of the advertisement, carrying a postal stamp, will be also considered eligible.

**Submission of applications**:

• Applications have to be submitted to the Personnel Department personally or posted to address: Ministry of the KSF, Emshiri I, Pristina, 10000, Personnel Department/ Recruitment Section, Second Floor (former building of KPC HQ), every working day from 09:00-15:00h until the deadline of the advertisement.
• The candidates should attach to application the copies of required personal documents and copies of documents proving their qualifications. The received documents will not be returned!

**Specific requirements**:

• This position is subject to a vetting process and can only be occupied after the applicant passes vetting.

Ministry of the Kosovo Security Force offers equal opportunities of employment for all citizens of Kosovo and welcomes applications from all persons male and female of all communities in Kosovo. Non-majority communities and their members are entitled to the right and proportional representation in the bodies of civil service and local administration, as specified in Article 11. [Paragraph 3 of Law no. 03/L-149 on the Civil Service of the Republic of Kosovo. Requests submitted after the deadline will not be accepted. Incomplete requests may be rejected. Due to the volume of applications no acknowledgements will be sent. Intimation will only be sent to short listed candidates. Application forms are available at the Personnel Department, Ministry of KSF, Pristina or on the web site of the MKSF where the job vacancy is advertised www.mksf-rks.org , or www.rks.gov.net/mfsk. For additional information you may contact telephone number: 038 200 13 508.