



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada - Government
Ministria për Forcën e Sigurisë së Kosovës
 Ministarstvo za Kosovske Bezbednosne Snage / Ministry for the Kosova Security Force

Departamenti i Personelit/ Odsek za personal/Department for Personnel

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

<u>Job Position:</u>	<u>Assistant of support</u>
Functional category and grade of the position:	Grade CS-1
Reference No. of positions:	2554
Duty station:	KSF

Duties and responsibilities:

- Performs all duties related to the provision of support services for the institution,
- Takes care for the cleanliness of premises and inventory for which will be responsible,
- Respect all requests about the services required by competent supervisors,
- Uses in a careful way and rational tools and other items that are available ,
- Respect of working hours and hours of service under the order for support service work.

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.

The procedures of the application:

- The announcement of the competition is open to all interested to appliance.

Education required:

- Elementary school .

Skills, experience and other attributes required:

- Previous experience in relevant field
- Knowledge of Albanian or Serbian
- Must be professional, experienced and reliable and able to complete mandated and additional tasks in a professional manner and within an acceptable period of time.
- Must have good organizational skiles.
- 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 a 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.

The duration of the appointment:

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

The closing date of the competition:

- The advertisement will be open fifteen days (15) after its publication in Kosovo daily newspapers.
- The last date of the applications is 25.07.2012.
- The applications posted on the last day of the advertisement, carrying a postal stamp, will be also considered eligible.

The submission of the applications:

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

The 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.