JOB VACANCY

Job Position: Personel Officer – PE/30

Functional category and grade of the position: Grade A2
Reference No. Of position: 1124
Duty station: MKSF

Duties and responsibilities:
- To cooperate with Head of Organizational Unit and Senior Officer of Personnel for identification of training needs for staff of the Institution and recommends adequate training 10%.
- Prepares training plan, development and skilling for Personnel of Ministry through adequate and assist training arrangements; 15%
- Ensures that all vacancy announcement are in accordance with stipulated legislation and standards by respective regulations and process of recruitment is conducted in accordance with the legislation; 15%
- Cooperates with IKAP and other relevant Agencies concerning arrangement of trainings and register all conducted trainings to Personnel dossier; 15%
- Provides professional support for head and all Commissions of the Ministry concerning the legislation of the civil service and human resources management; 15%
- Ensure that all Personnel data are inserted at Information System of Human Resources Management and manages with ISHRM; 15%
- Prepares needed documentations for the Commission concerning the process of recruitment and other Commissions of the Ministry for Human Resources; 10%
- Performs other tasks in accordance with laws and regulations which may be requested as needed time by time by supervisor; 5%

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 perform executive 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.

Competitive procedures
- The job vacancy is opened to all interested persons to apply.

Education required
- University Diploma in the Human Resources or Law.

Skills, experience and other characteristics
- At least two years of working experience
- Knowledge and experience in the human resources field
- Knowledge of Laws and Regulations linked to the civil service
- Communication , work planning and team leading abilities;
- Investigating, analytic, and evaluation abilities as well formulation of recommendations and professional advising;
- Abilities on accomplishing of duties and work under pressure
- Computer skills of program application (Word, Excel, Power Point, Access, Internet)
• Knowledge of Albanian or Serbian language;
• Experience from Agency of Civil Emergency/Support, any large enterprise or Ministry/Public Agency (desirable);
• The Officer 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 use discretion dealing with people and business;
• Must have good organizational skills;
• 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 unselected 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 job vacancy will be open fifteen days (15) after its publication in Kosovo daily newspapers.
• End date of applications is 30.05.2018.
• The applications posted on the last day of the job vacancy, 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, Barrack., Adem Jashari ” Pristina, 10000, Personnel Department /Recruitment Section Pristine, 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. Application submitted after the deadline will not be accepted. Incomplete application may be rejected. Due to the volume of applications no acknowledgements will be sent. Invitation will only be sent to short listed candidates. Application forms are available at the Personnel Department, Ministry for KSF, and 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.