**NEW KOSOVO ELECTRIC COMPANY J.S.C**

In accordance with the functions and duties of the Board of Directors provided in the Article 21, Law no. 03 / L-087 On Publicly Owned Enterprise as amended, the Board of Directors of the NKEC, on 19.09.2018, announces:

**Job Vacancies**

**Positions:**

Chief Executive Officer;

Chief Financial Officer/Treasurer;

General Counsel/Corporate Secretary

Location: Pristine

Company: New Kosovo Electric Company J.S.C.

Deadline for application: 18.10.2018 (Thursday), time 16:00

## THE COMPANY

New Kosovo Electric Enterprise J.S.C.has legal status of Joint Stock Company based on Law on Business Organizations and legal status of the Central Publicly Owned Company based on the Law on Publicly Owned Enterprise established by a Government decision No.07/47 date 15.05.2018.

The Company shall be empowered to conduct any and all lawful business and/or will engage in any lawful act or activity, with its Primary activity Trade of electricity and will perform the rights and obligations deriving from the Commercial Agreements the "Kosova e Re" Project

**Position: Chief Executive Officer;**

**Competencies and duties**

* 1. The Chief Executive Officer of the Company is competent to enter into contracts on behalf of the Company, subject only to the restrictions established by the Board of Directors in accordance with the Statute, the Internal Rules and the Law No. 03/L-087 on Publicly Owned Enterprise, as amended and Law No. 02/L-123 on Business Organizations as amended.
	2. The business, affairs and organization of the Company are conducted under the direction, supervision and responsibility of the Chief Executive Officer in accordance with the Statute, the Company By-Laws and the decisions of the Board of Directors based on the legal provisions in force.
	3. For all matters pertaining to the Company's business, which are not within the competence of the General Meeting of Shareholders, the Board of Directors, the Audit Committee or the Internal Audit Officer, the Chief Executive Officer decides or they are undertaken on his leadership and responsibility.
	4. The Chief Executive Officer is competent for employment and dismissal of officials and staff of the Company but may also delegate this competence to the staff members.
	5. Advises and assists the Board of Directors in drafting the Company Strategy and its long-term strategic plan;
	6. Participates in the selection of Chief Financial Officer and Corporate Secretary / General Counsel);
	7. whenever necessary, at least every three months, presents to the Board of Directors reports on the principal transactions undertaken by the Company and the key decisions taken by the management for the conduct of the business and affairs of the Company;
	8. prepares and submits to the Board of Directors the documents, letters and information regarding all issues that are included in the agenda of its meetings;
	9. proposes to the Board of Directors adequate standards for measuring the performance of the Company and at least quarterly submits to the Board of Directors regular reports on the performance measurement of the Company, taking into account these standards;
	10. establishes and reviews the organizational structure of the company and defines the decision-making responsibilities and authorizations for establishing obligations on behalf of the Company, officials and employees of the Company;
	11. provides the Audit Committee with all the information and assistance it can request from him; and
	12. provides the Internal Audit Officer with all the information and assistance he/she may require;

**CEO Professional Requirements / Qualifications:**

* 1. A Bachelor's degree in the field of economics and business, law, technical, informatics etc.
	2. At least 5 years of managerial work experience.
	3. Skills in leadership and management.
	4. Leadership skills to achieve overall objectives and ability to make important decisions in difficult situations.
	5. Ability to undertaking measures with objectivity, collegiality and proper efficiency.
	6. Ability to develop and maintain relationships with colleagues and other employees;
	7. Ability to communicate effectively in writing and orally with the Board of Directors, other employees, third parties , government officials, and with the media;
	8. The ability to adapt to the unplanned changes and situations, the flexibility to deal with such circumstances;
	9. The ability to delegate authority and responsibility to associates for the performance of delegated functions.
	10. The ability on the implementation of disciplinary measures for management and employees in accordance with the law and procedures of the Company;
	11. To be familiar with Microsoft's software package like Word, Excel, Outlook, Power Point, etc.
	12. To have moral and professional integrity to conduct an independent appraisal of issues for which has responsibilities and to avoid situations of conflict of interest;
	13. To have the skills of presentation, knowledge of English will be a priority;
	14. To meet all requirements set in Article 21 of the Law No. 03 / L-087 on Publicly Owned

 Enterprise as amended.

**Position: Chief Financial Officer/Treasurer**

**Competencies and duties**

* 1. The Chief Financial Officer/Treasurer of the Company, under the leadership and supervision of the Chief Executive Officer manages the financial affairs of the Company, provided they are within the levels allowed by the Board of Directors and is competent to conclude contracts for all financial transactions of the Company and is responsible
	2. To keep the Company's up-to-date and accurate accounts;
	3. To establish and direct all internal financial controls, including accounts payable, accounts receivable and underlying assets;
	4. To monitor payables and coordinate payment of special invoices and purchases;
	5. To review employee expenses to ensure compliance with corporate policies and the Company's budget before paying;
	6. To prepare the Company data for the year-end audit;
	7. To review and organize procurement, and maintain all insurance policies that relate to the Company's business;
	8. To coordinate other business functions, such as rental of premises or equipment, as well as purchases, together with the Chief Executive Officer and the office or the procurement function of the Company;
	9. To manage the Treasury of the Company;
	10. To draft and present the budget; and
	11. To perform any other assignment as assigned by the Chief Executive Officer.

**CFO Professional Requirements / Qualifications:**

* 1. A Bachelor's degree in the field of economics or business;
	2. Knowledge and skills on International Accounting Standards and at least 5 years of work experience on field of accounting.
	3. Ability to undertaking measures with objectivity, collegiality and proper efficiency;
	4. Ability to develop and maintain relationships with colleagues and other employees;
	5. To have the skills of presentation, knowledge of English will be a priority;
	6. To have moral and professional integrity to conduct an independent appraisal of issues for which has responsibilities and to avoid situations of conflict of interest;
	7. To meet all requirements set in Article 21 of the Law No. 03 / L-087 on Publicly Owned

 Enterprise as amended.

**Position: General Legal Counsel/ Company Secretary**

**Competencies and duties**

* 1. The General Legal Counsel/ Company Secretary shall act also as the Head of the Legal Department and is competent to:
	2. To maintain the register of shareholders;
	3. To act as an agent of the Company to accept notifications;
	4. To make all necessary schedules, publications and disclosures to the competent authorities, as required by law and the Statute
	5. To supervise the maintenance and regular updating of the web site;
	6. To advise the Board of Directors regarding its duties and responsibilities, in accordance with these By-Laws and the applicable law;
	7. To coordinate with the Chief Executive the work related to the preparation of the documents for the meetings of the Board of Directors.
	8. The Company Secretary/General Counsel keeps the minutes of the Meeting of the Board of Directors and the Audit Committee and records it in the minute’s book.
	9. The Company Secretary/General Counsel take cares that the minutes of each meeting of the Board of Directors are presented for approval at the next meeting of the Board of Directors.
	10. Interpret, draft different legal documents, advice, represent, and coordinate representation of the Company e before the administrative and judicial bodies within and outside Kosovo.

**Company Secretary- Professional Requirements / Qualifications:**

* 1. A Bachelor's degree in the field of law –Law Faculty
	2. At least 5 years of work experience in the field of Law, including specific experience to in corporate governance
	3. Knowledge of the legal system and laws of Kosovo, especially on the Law on Public Owned Enterprises and the Law on Business Organizations in Kosovo;
	4. Ability to develop and maintain relationships with colleagues and other employees;
	5. To have moral and professional integrity to conduct an independent appraisal of issues for which has responsibilities and to avoid situations of conflict of interest;
	6. To meet all requirements set in Article 21 of the Law No. 03 / L-087 on Publicly Owned

 Enterprise as amended.

**Salary and Application**

* 1. The salary and other conditions for these positions shall be determined by agreement.
	2. Applications must be sent to one of the official languages ​​of the Republic of Kosovo.
	3. Application and Declaration under oath forms can be downloaded on the Web: <http://mzhe-ks.net/> or personally in address: Str. Bedri Pejani No.17/18, 2nd floor, 10000, Pristina, Republic of Kosovo.
	4. The application for employment, together with a detailed CV, the Declaration under oath (signed) court original certificate that candidate is not under investigation, not older than 6 months as well as copies of the relevant documents for the professional qualifications. Originality of documents may be requested.
	5. Application must be submitted be e-mail: xhemajl.avdyli@rks-gov.net or personally to the address: Str. Bedri Pejani No.17/18, 2nd floor, 10000, Pristina, Republic of Kosovo.
	6. For additional information please contact, phone number 038 200 215 83