

NEW ENERGY SOURCING OF KOSOVA JSC

In accordance with the functions and powers of the Board of Directors provided for in Article 21 of Law no. 03 / L-087 on Publicly Owned Enterprises, Law no. 04 / L-111 with its Amendment and Completion on 19.09.2018, the Board of Directors of the New Energy Enterprise of Kosovo JSC / NKEC announces:

WORKING COMPETITION

Job title:

General Counsel/Corporate Secretary

Location: Prishtina

Enterprise: New Energy Enterprise of Kosovo JSC

Deadline for application: 03.01.2019 time 16:00

DESCRIPTION OF ENTERPRISE

Kosovo Energy Company is a Joint Stock Company in accordance with the Law on Business Organizations and has the status of the Central Public Enterprise under the Law on Public Enterprises, which was established by a Government Decision: Nr.07 / 47 dt.15.05.2018

The Enterprise will perform a legitimate business and will engage in legitimate activities with Primary Activity: Electricity Trade and will take care to fulfill the rights and obligations arising from the Commercial Agreements - Project New Kosovo Power Plant.

Job title:

General Counsel/Corporate Secretary

Duties and Responsibilities

The General Counsel/Corporate Secretary of the Enterprise is competent to:

Maintain a Register of Shareholders

Act as an Agent

Make all necessary schedules, publications and disclosures to the competent authorities as required by law and this Statute.

Maintain the maintenance and regular updating of the website; advise the Board of Directors regarding its duties and responsibilities, in accordance with these Regulations and the applicable law;

Coordinate with the Chief Executive Officer regarding the preparation of the documents for the meetings of the Board of Directors.

The General Legal Counsel/Secretary keeps the minutes of the Meeting of the Board of Directors and of the Commission and makes his registration in the minutes book.

The Secretary of the Enterprise shall ensure that the minutes of each meeting of the Board of Directors are submitted for approval to the next meeting of the Board of Directors.

Interpret, draft different legal documents, advise, represent, coordinate representation of the enterprise before the administrative and judicial bodies within and outside Kosovo. Professional Requirements /

Qualifications:

The candidate must have:

A Bachelor's degree in Law. A Master's degree will be considered at advantage.
Degrees from universities outside of Kosovo must be nostrificated.

At least 5 years of work experience in the field of justice, including specific experience that will include, professional experience in corporate governance.

Good knowledge of the legal system and laws of Kosovo, especially the law on public enterprises and the law on commercial companies in Kosovo.

Have integrity, ethics and professional honesty, integrity, ethics and professional honesty, to carry out an independent appraisal of issues for which it is responsible and to avoid situations of conflict of interest.

To meet the criteria set out in Article 21 of Law No. 03 / L-087 on public enterprises, with its amendments and additions.

English language recognition will be an advantage

Salary and Application

- The salary and other conditions for this job shall be determined by agreement.
- The Application Form, and the Declaration under oath (which must be completed and signed) can be downloaded online at: www.mzhe-ks.net
- The application form and the Declaration must be submitted in one of the official languages of the Republic of Kosovo. The application for employment, detailed CV, motivation letter, employment evidences and qualifications, and a certificate from the competent court for non-investigations not older than 6 months should be emailed to xhemajl.avdyli@rks-gov.net or filed personally to the address: Rr. Bedri Pejani No.17 / 18 Floor 2, 10000, Prishtina Prishtina, Republic of Kosovo.
- The Declaration under oath must be signed at the time of submission of the application. The documents and evidence submitted in the earlier announcements are not taken into account. Literature References are not required to be submitted at this stage. Candidates with incomplete, incomplete or inadequate documentation will be rejected. Original documents may be requested if needed. For additional information, please contact the phone number 038 200 215 83
- NDËRMARRJA E RE ENERGETIKE E KOSOVËS SH.A offers equal employment opportunities for all citizens of Kosovo and welcomes applications from all male and female persons from all communities in Kosovo.

Additional note:

This recruitment process will be monitored by representatives of the British Senior Recruitment Project. Candidates are therefore advised that the names, scores and appointability of highest ranking candidates in this competition may be published on the project website and that in applying for this position, permission will be deemed to be granted