



FKEE

FONDI I KOSOVËS PËR EFIÇIENCË TË ENERGJISË
KOSOVSKI FOND ZA ENERGETSKU EFIKASNOST
KOSOVO ENERGY EFFICIENCY FUND

Kosovo Energy Efficiency Fund

Vacancy Announcement

Position:	Office Manager
Organisation:	Kosovo Energy Efficiency Fund (KEEF)
Location:	Pristina (Republic of Kosovo)
Job-posting date:	01.09.2020
Closing date / time:	30.09.2020, 4 p.m. (local time)
Type and duration of contract:	Full-time employment contract for a fixed period of time (3 years) with a possibility for renewal
Probation period:	3 months
Expected start of the employment relationship:	Within two weeks after signing of the employment contract and no later than 01.11.2020 (whichever comes first)

A) Organisational Setting

By passing Law on Energy Efficiency No. 06/L-079 (LoEE), the Kosovo Energy Efficiency Fund (KEEF) has been established as an independent, autonomous and sustainable entity, in supporting the policy objectives on Energy Efficiency of the Republic of Kosovo, by promoting, supporting and implementing Energy Efficiency measures, as well as attracting and managing financial resources in order to finance and implement investment projects in the area of Energy Efficiency in a sustainable manner.

The Office Manager is appointed by the Managing Director of the KEEF for an office term not exceeding three (3) years, with a possibility of being reappointed. He/she reports to the MD of the KEEF.

B) Main Role and Responsibilities

Under the supervision of the Managing Director, the Office Manager is responsible for high-quality and coordinated execution of tasks/activities entrusted to him/her by the Managing Director and the delivery of outputs pertaining to these tasks/activities on time. The Office Manager is responsible for translating the knowledge and experience in the field of administration and office management to the KEEF in accordance with valid standards, norms and best international practices.

C) Specific functions, Duties and Key results expected

The Office Manager is in charge of the following:

- Management, administration and development of the KEEF's registries and databases;
- Registration of all documents on new and ongoing cases and management of the archives;
- Handling of incoming, outgoing mail and courier services.
- Planning and implementation of tasks and activities entrusted to the Main Office by internal regulations of the KEEF, in particular, the regulation on administrative procedures of the KEEF;
- Development of Information Security Policy;
- Development and implementation of work procedures as applicable for management of sensitive documents;
- Recording, management and archiving of input, own and output documents;
- Management of staff reporting to him/her, planning of activities, coordination of work and deliverables including ensuring quality control with other heads of internal organizational units of the KEEF.

He/She is also in charge of the following:

- Administrative assistance services, primarily to the Managing Director and the three (3) heads of other internal organisational units (General Counsel and the two (2) sector directors);
- Provision of general information about the KEEF's activities to general public that calls the KEEF's switchboard;
- Provides secretarial support to the Board of Directors of the KEEF as required (drafts Minutes of Meetings);
- Prepares responses to comments in the Book of comments (monthly) and of the annual report to the Managing Director on the same subject;
- Managing all standard office activities in an independent manner, in particular:
 - Receiving incoming phone calls, diverting, giving adequate daily and general KEEF information; self-confident management of such calls in English and local language(s)
 - Receipt and dealing with office visitors
 - Planning, purchasing and delivery of office consumables to KEEF staff
 - Development and maintenance of comprehensive filing system (by person, subject, task, activity, addressee etc.)
 - Setting and organization of meetings and other KEEF events, if necessary, taking notes of such meetings
 - Management of daily petty-cash, planning and monitoring of office costs and regular (monthly) reporting on expenditures to the Managing Director
 - Other organizational and logistics issues
- Development of computer-based comprehensive database of KEEF-relevant organizations, contact persons, etc.;
- Administrative assistance at KEEF's meetings and events;
- Sorting out details / organization of transport services for KEEF's staff, copying and translation services as required;
- Other tasks as assigned by the Managing Director (e.g. assistance in preparation of presentations, notes, communication with press, public media, advertising jobs, research through Internet, etc.).

D) Qualifications, Experience and Language skills

- Has professional background in business administration or equivalent (e.g. librarian, archivist and similar) with achieved level of education which corresponds to level VI / 1 in Annex 6 of regulation on remuneration of staff of the KEEF (higher education program, higher professional program; for candidates graduated outside of Kosovo, proof of diploma recognition in Kosovo must be provided;
- Five (5) years of overall professional work experiences, of which at least three (3) years in post-relevant tasks/activities, preferably as office manager;
- Excellent knowledge of at least one of official languages in Kosovo and English language;
- Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint, etc.);
- Has not been convicted by final judgement for a criminal offence for which the maximum penalty exceeds six (6) months imprisonment and the sentence is not conditional; (*the evidence must not be older than the job-posting date of this Vacancy Announcement*).

E) Remuneration

The Remuneration shall be negotiated and based on a competitive package in accordance with internal standards.

1. Content of application documents

The application documents must include at least:

- 1) Detailed CV of the applicant
- 2) Copy of diploma(s) for completed university studies including proof of diploma recognition (if applicable)
- 3) Copy of evidence of not being convicted (see detailed terms under Section D above)
- 4) A Letter of Motivation including the applicant's vision of the Office Manager's work for the duration of the term of office (not exceeding five (5) pages.)
- 5) Copies of any other evidences demonstrating the Qualifications, Experience and Language Skills of applicants are required.

The application documents can be prepared in any of the three (3) languages: Albanian, Serbian or English.

2. Submission of applications

Applications, including all required documents shall be submitted to the following e-mail address: **info@fkee-rks.net** by not later than the closing date/time of **30.09.2020, 4 p.m.**

Applications not containing all the prerequisite documents (1-5 above) will not be considered.