

**Vacancy Announcement**  
**International Business College Mitrovica (IBC-M)**

**INTERNAL VACANCY FOR PROMOTION**

<b>Position Title:</b>	Full Professor/Associate Professor/Assistant Professor/Lecturer/Teaching Assistant
<b>Location:</b>	Mitrovica, Kosovo
<b>Vacancy deadline:</b>	28 September 2023

Based on the relevant provisions of the Law on Higher Education in Kosovo No. 04/L-037, Labor Law no. 03/L-212, Administrative Instruction no. 01/2018 for the principles of recognition of international peer-reviewed platforms and journals and the Administrative Instruction 07/2018 for the Supplement and Precision of AI 01/2018, the Kosovo Accreditation Agency decision 3236/21D, International Business College Mitrovica (IBC-M) invites IBC-M applicants to apply for promotion in the following academic titles: Full Professor/ Associate Professor/ Assistant Professor/ Lecturer and Teaching Assistant in the fields of Business, Public Administration, Environmental Management, Agricultural and IT. Academic staff will be promoted by the Academic Council based on the proposal of the External Evaluation Commission from the respective fields.

The academic titles of Professors/ Associate Professors/ Assistant professors/ Lecturers/Teaching Assistant will be promoted in the general fields based on the Erasmus subject area codes recognized by the Kosovo Accreditation Agency.

Applicants may apply for promotion in the following subject area:

1. Professor/ Associate Professor/ Assistant Professor/ Lecturer/Teaching Assistant **in the area of the area of Agricultural Sciences, Erasmus subject area codes 01**
2. Professors/ Associate Professors/ Assistant professors/ lecturers/teaching assistant **in the area of Business Studies and Management Sciences, Erasmus subject area codes 04**
3. Professors/ Associate Professors/ Assistant professors/ lecturers/teaching assistant **in the area of Education, Teacher training, Erasmus subject area codes 05**
4. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Engineering, Technology, Erasmus subject area codes 06**
5. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Geography, Geology, Erasmus subject area codes 07**
6. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Humanities, Erasmus subject area codes 08**
7. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Languages and Philological Sciences, Erasmus subject area codes 09**
8. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Law, Erasmus subject area codes 10**
9. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Mathematics, Informatics, Erasmus subject area codes 11**
10. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant **in the area of Natural Sciences, Erasmus subject area codes 13**

**11. Professors/ Associate Professors/ Assistant professors/ lecturer/ teaching assistant s in the area of Social Sciences, Erasmus subject area codes 14**

**12. Professors/ Associate Professors/ Assistant professors/ lecturers/ teaching assistant in the area of Communication and Information Sciences, Erasmus subject area codes 15**

**Requirements and skills (Full Professor Positions):**

- A PhD Degree in the relevant field as per the above positions and Erasmus Subject Area Codes;
- a significant number of publications such as monographs, textbooks, and articles in international scientific journals, of which at least 5 key publications in international journals in total as first, or corresponding author, of which at least 3 publications accounted from the last academic title received. In addition, the candidate must have at least one monograph and one textbook to be promoted in this title.
- active participation in national and international conferences, in at least 5 conferences (symposia or congresses), of which at least 3 should be international.
- long-standing experience in basic and applied research projects, in at least 1 basic and applicable research project (individual or group) in the field in which s/he applies, the results of which have been published in any form or have been presented in front of an audience, such as for instance, in an academic unit or in some other equivalent forum;
- high level of educational and pedagogical skills through reasonable practice which must be proved by the fact that they possess at least 2 certificates for teaching methodology from accredited institutions or prove that they have completed relevant international education/training/program for curricula development.
- academic leadership skills;
- mentorship or co-mentorship in Master or Doctoral studies, by proving that the candidate has successfully mentored or is in the process of mentoring master theses, or has mentored or is in the process of mentoring or co-mentoring in doctoral studies;
- participation in a leading/coordinating function (task level, etc.) in a least 3 projects in academic institutions with consortia consisting of at least 1 international partner and has been project coordinator/manager in at least 1 of those projects;
- Regular Professors will also be able to demonstrate successful academic leadership through curriculum design, pedagogic innovation, research and publication over at least eight (8) years.

**Requirements and skills (Associate Professor Position):**

- A PhD Degree in the relevant field as per the above positions and Erasmus Subject Area Codes;
- a significant number of monographs, textbooks, and publications in international scientific journals, of which at least 3 key publications in international journals in total as first, or corresponding author, of which at least 2 publications accounted from the last academic title (Assistant Professor) received). In addition, the candidate must have at least 1 monograph to be promoted in this title.

- active participation in national and international conferences, in at least 3 conferences (symposia or congresses), of which at least 1 should be international;
- long-standing experience in basic and applied research projects, in at least 1 basic and applicable research project (individual or group) in the field in which s/he applies, the results of which have been published in any form or have been presented in front of an audience, such as for instance, in an academic unit or in some other equivalent forum;
- high level of educational and pedagogical skills through reasonable practice which must be proved by the fact that they possess at least 1 certificate for teaching methodology from accredited institutions or prove that they have completed relevant international education/training/program for curricula development.
- academic leadership skills;
- mentorship or co-mentorship in Master or Doctoral studies, by proving that the candidate has successfully mentored or is in the process of mentoring master theses, or has mentored or is in the process of mentoring or co-mentoring in doctoral studies;
- participation in a leading/coordinating function (task level, etc.) in a least 2 projects in academic institutions with consortia consisting of at least 1 international partner and has been project coordinator/manager in at least 1 of those projects;

**Requirements and skills (Assistant Professor Position):**

- A PhD Degree in the relevant field as per the above positions and Erasmus Subject Area Codes;
- To have a selected number of publications in international scientific journals, with at least 1 key article in international journals as first or corresponding author;
- To have a minimum two (2) years of work experience in the teaching process in higher education.
- To demonstrate high level of educational and pedagogical skills through reasonable practice which must be proved by the fact that they possess at least 1 certificate for teaching methodology from accredited institutions or prove that they have completed relevant international education/training/program for curricula development, with a duration of minimum 1 to 4 months;
- To prove participation in projects within the academic institution with consortia consisting of at least 3 international partners;

**Requirements and skills (Lecturer Position):**

- A Master's Degree in the relevant field as per the above positions and Erasmus Subject Area Codes;
- Preferable to be PhD candidate in the relevant study field;
- To have a minimum of 3 years work experience in teaching or non-academic sector/ industry in the area of promotion;
- Preferably to demonstrate industry leadership skills by having a minimum of 3 years at middle or high-level management positions;
- The candidate must prove that he/she is not under police investigation or under any legal action by the court if requested.

**Requirements and skills (position Teaching Assistant):**

- A Master's Degree in the relevant field as per the above positions and Erasmus Subject Area Codes;
- To be of maximum 35 years of age;
- To be enrolled in Doctoral studies in case of reappointment;
- To have grade point average in Bachelor and Master not lower than 8 (7 in IBCM grading), or equivalent, in each of the studies.
- The candidate must prove that he/she is not under police investigation or under any legal action by the court if requested.

**The candidates are required to submit the following documentation:**

1. Motivation letter
2. Biography (CV)
3. Copy of the diploma of bachelor studies, master's, and doctorate, notarized.
4. A notarized copy of the decision of diploma notification decision, for qualifications obtained outside Kosovo.
5. Birth certificate (not later than 6 month)
6. Certificate of citizenship or residence permit (for foreign citizens)
7. Contribution to scientific papers, monographs, educational texts, international scientific or artistic journal publications, active participation in national and international conferences, etc.
8. Proof of work experience and other professions related to the field of teaching.
9. The candidate who applies for several positions shall present only one set of documents.
10. The certificate issued by the Court proving that you are not under investigation.
11. Submitted documentation will not be returned.

**Interested candidates should send their documentation to the following email address: [ibcm\\_vacancy@ibcmirovica.eu](mailto:ibcm_vacancy@ibcmirovica.eu) or deliver it in person in a sealed envelope to the IBC-M personnel office, located at Bislim Bajgora nn, 40000 Mitrovica.**

**Incomplete or not qualified for the above stated positions will not be considered.**

**In the subject field, please -insert the position for which you intend to apply. The titles will be awarded not more than in one subject area, unless otherwise decided by the evaluation commission based on provided qualification and research work in two or more fields, and sufficient in quantity based on the IBC-M Academic Promotion Regulation.**

**The deadline to apply is Thursday, 28 September, 2023.**