
International Public Business College in Mitrovica (IBC-M), Rr. Bislim Bajgora, Nn, 40000
Mitrovica, Republic of Kosovo, www.ibcmirovica.eu

Prot. No.: 475/11/23
Date: 29/11/2023

In accordance with Article 80 of Law 08/L-197 on Public Officials, Article 8 of Law 03/L-212 on Labor and based on the provisions of the Temporary Statute of the International Public Business College in Mitrovica (IBC-M) as well as the decision of the Founding Council No. 471/11/23 dated 22.11.2023, announces:

JOB VACANCY

for the following vacancies in IBC-M college administration

1. General Secretary of the College (one (1) servant);
2. Procurement and Finance Officer (one (1) servant);
3. Quality Assurance Officer (one (1) servant);
4. Administrative Assistant of the College (one (1) servant);
5. Official for cooperation with businesses and projects (one (1) servant);
6. Student Services Officer (one (1) servant);

Candidates applying for these job positions, in addition to the general conditions stipulated by the relevant laws, must also meet these special conditions:

1. Secretary General of the College

Candidates applying for the position of general secretary of the college must fulfill the following conditions:

- Have a master's degree or equivalent with at least four (4) years of law studies;
- Have at least five (5) years of professional work experience;
- Have proven professional, organizational and managerial skills and results;
- Have sufficient knowledge of the processes of education, art and research;
- Have sufficient knowledge of relevant legal and budgetary processes and procedures related to higher education;
- Represent a figure with high personal integrity, with a non-partisan and non-political past;
- Very good knowledge of the English language (oral and written).

Duties and Responsibilities

- Is the highest official of the administration;
- Is the official responsible for efficient, economical and effective leadership of the college;
- Is the leader of the directors of the departments within the Central Administration of the College;
- Is the official responsible for the technical preparation of the budget process;
- Is responsible for granting the right to access a specific database;
- Prepares legal documents and legal opinions for the college based on the needs and requests from the rector or the Steering Council;

- Represents the college in court disputes;
- Is responsible for other issues that are required by the steering council and the rector which are not defined by the Statute;

2. Procurement and Finance Officer

Candidates applying for the position of procurement and finance officer must meet the following conditions:

- University qualification, economic faculty or law faculty;
- At least 3 years of experience in procurement management, preferably in a higher education institution and/or public organization;
- Good knowledge of public procurement principles and practices;
- Experience with procurement processes, including tender dossier drafting, bid documents and contract negotiation;
- Knowledge about e-procurement and the Law on Public Procurement in Kosovo;
- Excellent analytical, organizational, leadership and planning skills;
- Ability to handle reliable information appropriately;
- Represents a figure with high personal integrity, with a non-partisan and non-political past;
- Excellent computer skills, especially MS Word, Excel and procurement management programs;
- Very good knowledge of the English language (oral and written).

Duties and Responsibilities

- Assists in the organization and third-party development of procurement procedures at the IBC-M college;
- Assists in determining procurement methods, tender procedures and price quotations;
- Prepares invitations for bids-tenders, and sends them for announcement in the media, distributes invitations for offers for competitive purchases, accepts payment slips for tender material and registers in the list drawn up for this purpose all companies that receive tender material, receives to all questions, as well as answers them for all companies related to the tender material;
- Assists in the supervision and execution of contracts, reports on their non-realization, checks invoices in accordance with the terms of the contract;
- Monitors project expenditures and reports over or under expenditures to senior management;
- Processes monthly donor and financial reports and assists in daily accounting functions;
- Prepares and supports internal and external financial audits;
- Assists in the preparation of monthly payroll and/or staff allowances in accordance with college regulations and relevant laws.

3. Quality Assurance Officer

Candidates applying for the position of quality assurance officer must meet the following conditions:

- University degree, preferably in the field of education, management, or similar fields;
- Previous experience in quality assurance, preferably in the education sector;

- At least 3 years of professional experience in any educational institution;
- Good knowledge of higher education legislation and standards.
- Excellent organizational and communication skills.
- Very good knowledge of the English language (oral and written).

Duties and Responsibilities

- Development and implementation of quality assurance policies and procedures;
- Oversight and ensuring accuracy in monitoring, evaluating and reporting IBC-M data and performance impact indicators;
- Collaboration with academic staff to identify and implement necessary improvements;
- Preparation of periodic reports on the status of the quality of education and recommendations for improvements;
- Keeping detailed records and documentation of quality procedures;
- Coordination of the revision of the IBC-M curricula in cooperation with the academic staff;
- Supervision of issues related to institutional and program accreditation, meaning:
 - Acts as liaison with KAA and MESTI for the preparation of application documentation for accreditation and licensing;
 - Closely monitors KA and MESTI deadlines;
 - Maintenance of data related to accreditation;
 - Preparation and submission of documents with a high attention to document quality;
 - Acts as a liaison with the Student Representative Council, for issues related to quality and programs.

4. College Administrative Assistant

Candidates applying for the position of college administrative assistant must meet the following requirements:

- University degree.
- Previous experience in an administrative position is preferred;
- Good organizational and managerial skills;
- Excellent communication and relationship building skills;
- Experience in using office software such as MS Word, Excel and PowerPoint, meeting scheduling software etc.;
- Ability to manage internal and external correspondence.
- Very good knowledge of the English language (oral and written).

Duties and Responsibilities

- Assistance in the preparation of documentation and management of records;
- Maintenance of files and filing systems;
- Coordination and organization of meetings, as well as preparation of summary materials;
- Helping organize college activities and events;
- Reporting to the Rectors and performing the tasks required by the rector or the Governing Council;
- Acting as the main link between the Rectorate and partner institutions;
- Keeps the meeting minutes in the meetings of the Steering Council and the Academic Council as well as other meetings of the Rector;

- Organizes meetings for the rector and prepares documents according to the rector's request;
- Performs any other duties assigned by the Rectorate.

5. Official for cooperation with businesses and projects

Candidates competing for the position of project and business cooperation officer must meet the following conditions:

- Bachelor's degree in Management or related field required;
- 3 years of experience in the design and coordination of projects or in cooperation with businesses (connection between education and the labor market);
- Knowledge of scheme projects such as: ERASMUS, HORIZON, IPA, etc.;
- Experience in working with local and international business networks as well as other institutions;
- Outstanding communication and negotiation skills.
- Strong knowledge in planning and implementing cooperation strategies.
- Very good knowledge of the English language (oral and written).

Duties and Responsibilities

- Building and maintaining strategic relationships with business partners;
- Planning, coordination and implementation of projects;
- Organizing and managing events that connect college students and staff with business opportunities;
- Assisting in the development of training programs and internships; professional/internships for students;
- Compilation and presentation of project reports and success analysis;
- Assisting with project development and project management from start to finish;
- Manages the College's communication with businesses through tools such as emails, telephones and websites
- Cooperates with the marketing office and other offices on matters related to businesses or the identification and systematization of students in internships in the company;
- Assists in the development of international relations and networking.

6. Student Services Officer

Candidates applying for the position of Student Services Officer must meet the following requirements:

- University degree;
- Work experience in a similar role, preferably in the education sector;
- Excellent communication and relationship building skills;
- Good knowledge of the needs and challenges that students encounter in the academic environment;
- Ability to work independently and as part of a team;
- Ability to provide guidance and administrative support to IBC-M staff and students.
- Very good knowledge of the English language (oral and written).
- Good computer skills, MS office package and database.

Duties and Responsibilities

- Providing counseling and assistance to students in academic matters and other counseling aspects;
- Organization and management of student-oriented activities and programs;

- Building and maintaining effective communication with students to address their needs and concerns;
- Monitoring and updating attendance records, grading system, tuition fee statements for all IBC-M students;
- Communication of important dates, deadlines, schedules and procedures;
- Issuance of grades, records, diploma supplements and certificates for students;
- Assisting students through general counseling and counseling and complaint management;
- Coordination of internship activities and assisting students in finding internship locations;
- Providing regular reports on student data upon request.

Application deadline: The application for the above positions is made in hard copy (in a sealed envelope) to the IBC-M administration: Address: St. Bislim Bajgora, Nn, 40000 Mitrovica, Kosovo from 8.00 - 16.00 as well as in electronic form at the address: ibcm_vacancy@ibcmmitrovica.eu by writing under the subject "**The position you are applying for**"

The application file must have:

- Biography (CV);
- Cover letter;
- Birth extract (original) as well as a copy of the identity card;
- University diploma/s, notarized;
- Notarized copy of the decision on the nostrification of the diploma, for the qualifications acquired outside Kosovo.
- Evidence of professional/managerial work experience;
- Certificate issued by the court certifying that you are not under investigation;
- Citizenship certificate or residence permit (for foreign citizens);
- Additional documentation according to the candidate's assessment important for the position you are applying for;

A candidate applying for several positions must submit only one set of documents; Submitted documentation will not be returned.

IBC-M is committed to providing equal opportunities to all individuals, regardless of their community, and also actively supports gender equality.

The vacancy remains open for application for fifteen (15) calendar days from the date of its announcement, respectively the application is made from **29.11.2023** to **13.12.2023**. Only shortlisted candidates will be invited for interview.