
International Public Business College Mitrovica (IBC-M), Str. Bislim Bajgora, no., 40000
Mitrovica, Republic of Kosovo, www.ibcmitrovica.eu

Prot. No.: Hf 86/02/24

Date: 20/02/2024

In accordance with article 80 of Law 08/L-197 on Public Officials, article 8 of Labor Law 03/L-212 and based on the provisions of the Interim Statute of International Public Business College Mitrovica (IBC-M) and the decision no. 029/2 rendered on 02.02.2024 by the Founding Council, the following vacancy is announced:

JOB VACANCY

for a job position in the Administration of Public College IBC-M

1. Certifying officer of the College (one (1) clerk);
- 2.

The candidates applying for this job position, in addition to the general requirements provided in the relevant laws, have to meet the following special requirements:

1. Certification officer of the College

The candidates applying for the position of certification officer of the College have to meet the following requirements:

- A university degree in economics, law or similar;
- At least 3 years of professional work experience;
- Good knowledge of principles and practices of certification of public finance and other procedures in this area;
- Excellent analytical, organizational and planning skills;
- Skills to properly handle with confidential information;
- Excellent computer skills, particularly MS programs such as Word, Excel and procurement management programs;
- Good knowledge of English.

Duties and responsibilities

- Certifying the execution of all budgetary expenses of the institution in cooperation with the finance department;
- Ensuring that the requirements for executing a public contract have been met before the payments are executed or authorized as per the contract;
- Ensuring that the spending of public funds under a public contract is in line with the Rules of FCM (Financial Control and Management), and that the procurement is in line with the Law on public procurement;
- Ensuring that the contract requirements have been met before the payment is made and that the request for payment is coded in the proper category of expenses;
- Keeping accurate records of the certification and approval of payments and archiving a hard copy of all certified and approved payments;
- Performing other duties as per the supervisor's orders, which are in line with the above laws and rules.

Application process: The application for the above position shall be send in hard copy (in a sealed envelope) to the Administration of IBC-M : Address: Str. Bislim Bajgora, n.n, 40000 Mitrovica, Kosovo from 8.00 – 16.00 and electronically to the following email: ibcm_vacancy@ibcmmitrovica.eu by inserting in the subject “The position for which you are applying”

The application file shall contain:

- The CV;
- Motivation letter;
- Birth extract (original) and copy of the ID;
- University diploma(s) certified by the notary;
- Certified copy of the decision on the nostrification of diploma, for the qualifications obtained outside Kosovo.
- Proofs of professional/managerial work experience;
- Certificate of criminal background issued by the court;
- Certificate of citizenship or residence permit (for foreigners);
- Additional documents that the candidates consider relevant for the position they apply;

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

The job vacancy is open for application for a period of fifteen (15) calendar days from the date of its announcement, namely from **20.02.2024** until **05.03.2024**. Only the candidates that are short listed shall be invited for interview.

Note: The applications submitted after the deadline shall not be considered and the incomplete applications shall be rejected.