Based on the Article 39 (1,2,3,4,5 and 6) of the Law No. 08/L – 197 on Public Officials, and Article 5 of the Regulation No. 07/2025 on Admission Procedure in the Civil Service, Independent Commission for Mines and Minerals announce:

Vacancy announcement

Admission

Application is open for all interested candidates.

Group name

Study field	First level higher education diploma (Bachelor), in Mining, Geology, Engineering, Economics, Law, Natural Sciences.
Institution that conducts recruitment procedure	Independent Commission for Mines and Minerals
Reference No.	RN00019409
Duration of appointment	With 4 years mandate
Notification date	10.03.2026
Application deadline	11.03.2026 - 09.04.2026

Currently vacant positions

No	Institution	Organization / Job place	Position title	Position class	Wage\ Coefficient	Required No.
1	Independent Commission for Mines and Minerals	Director Office / Prishtina	Director General	Senior Manager	I-3 / 13.10	1

1. General job description

• Director General shall report and reply directly to the Board and exercises the duty under the management and instructions of the Board.

• Provide supports and advice to the Board in defining and developing policies, strategies and objectives of the institution and their development.

• Ensure implementation of legislation, policies and decisions of the Board, and solve various and complex problems that affect the achievement of the institutional objectives.

• In coordination with Board, draft and coordinate the policies, objectives as well as drafting and development of programmes, relevant procedures and standards for their implementation.

• In coordination with Board, draft work plans, action plans and annual performance report as well as initiatives for achieving objectives in the short, medium and long term as well as organizes work and defines tasks according to the main administrative units.

• Coordinate and ensure inclusion of contributions given by Departments and/or other structures of the institution during the process of drafting policies and strategies according to the area of responsibility.

• Ensure preparation and execution of the budget for the implementation of policies, goals and objectives of the institution, and ensure an efficient system of internal financial control.

• Ensure cooperation with other institutions and independent agencies.

• Manage civil servants and other institutional employees and in coordination with Board introduce policies and programmes for administration, selection, training, stimulation and development of human resources as well as their leadership and management.

• In coordination with Board, develop the work plan, action plans, and annual performance report.

• Represent the institution upon an authorization of the Board in meetings and forums in the country and abroad in the fields and matters related to the mandates and functions of the institution.

• Perform any other task and responsibility defined by law or explicitly delegated by the head of the institution.

2. General requirements for admission pursuant to Article 9 of LPO

- Be a citizen of the Republic of Kosovo;
- Have full capacity to act, according to the applicable laws;
- Be fluent in one of the official languages, in accordance with the Law on Languages;
- Be fit in the health aspect to carry out the respective duty;
- Have no record of conviction by a final judgment for the deliberate commission of a criminal offence;
- Have no enforceable disciplinary measures for serious violations in a public institution;
- Have the education, professional work experience and/or skills required for the relevant position, category, class or group;
- Have successfully passed the selection procedures defined in this Law.

3. General formal requirements

a) Required education: First level higher education diploma (Bachelor), in Mining, Geology, Engineering, Economics, Law, Natural Sciences.

b) Specific requirements: Certificates, licenses when required by the applicable legislation, or when considered necessary for the positions of this class.

c) Required work experience: At least eight (8) years of professional work experience, including one of the following requirements:

c.1.) five (5) years of work experience in management positions, or

c.2.) four (4) years of work experience in management positions and a second level diploma of higher education (master's), or

c.3.) three (3) years of work experience in management positions and third level diploma of higher education (doctorate).

4. Knowledge, skills and qualities that are required in the recruitment procedure

- Advanced organizational, managerial (leadership), policy drafting, and strategic management skills.
- Excellent strategic and analytical skills that allow them to advice on complex issues, with reliability and determination in achieving the strategic objectives of the institution.
- Ability to lead, cooperate and manage important changes in large and complex organizations.
- Extensive knowledge of the institutional area of responsibility, budget management and civil service.
- Ability to adapt to changes in priorities, requirements and deadlines through high level analytical and problem-solving skills.
- Strong negotiation, communication and cooperation skills, including the ability to create and maintain trust relationships with the head of the institution and the staff under their management.
- Knowledge of foreign languages (preferable).

5. Documents that must be submitted as part of the application process and their submission method

- Copy of ID card/passport/citizenship certificate of the Republic of Kosovo.
- Copy of the diploma issued by educational institutions of the Republic of Kosovo required under the vacancy announcement. If diploma is obtained abroad, nostrified copy of the diploma obtained abroad, or a document proving that the diploma obtained abroad is in the nostrification procedure, provided that the nostrification of the diploma is submitted before signing the appointment act for a certain position;
- Copies of proof of employment (certificate/contract) issued by the relevant employment institution for work experience, that defines job title and duration of engagement on that position. Work experience, declared by the conditions of the vacancy announcement, obtained in other state, is proved by the translated evidence on work experience issued by the competent body of that state, or by the translated or notarized evidence of experiences issued by the relevant employer.
- Proofs of professional trainings or trainings that the applicant did as trainer.
- Copies of other documents proving that the application requirements defined in the recruitment announcement and stated in the application have been met.

Proofs not required during application, but in the verification stage prior to the appointment

- Original certificate of criminal convictions issued by the court proving that he/she has not been convicted of committing a criminal offence intentionally, not older than (6) months from the issuance date
- Certificate that the candidate is healthy.
- Respective proof that the candidate has full capacity to act.
- Proof that he/she does not have in force a disciplinary measure for a serious violation in public institution (Employed candidate or if they were employed in public institutions).

6. Date of announcement of preliminary evaluation results

The list of candidates who meet the admission conditions will be announced no later than the date 24/04/2026, on the electronic recruitment portal (https://konkursi.rks-gov.net)

7. Additional specific criteria

There is none

8. Evaluation method of candidates/applicants

- Written test – maximum 40 points
- Interview – maximum 60 points

9. Information and communication methods with candidates

- Through email and electronic recruitment portal (https://konkursi.rks-gov.net)

10. Application method

- Through electronic recruitment portal (https://konkursi.rks-gov.net)

11. Date of the final result announcement

- In the end of evaluation of candidates, the winner will be announced through electronic recruitment portal (https://konkursi.rks-gov.net). All participant candidates in this procedure will be individually notified electronically.

Additional data:

- After selection of the winning candidate, the responsible unit shall make verification, before appointment in order to verify if the candidates continue to fulfil the requirements of vacancy announcement, through original documents or in copies unified with the original one.
- Winning candidates will have opportunity to select the vacant position according to final ranking.

The non-majority communities and their members, people with disabilities and underrepresented gender shall have the right to fair and proportional representation in the civil service of Kosovo, as specified in the LPO. Applications submitted after the deadline shall not be accepted and the incomplete applications shall be rejected.