

## **JOB ADVERTISEMENT**

BASED ON THE ACTUAL ORGANIZATIONAL SCHEME AND THE NEED FOR THE IMPLEMENTATION OF THE FRAMEWORK IN THE HUMAN RESOURCES DIVISION BASED ON ARTICLE 8 OF THE LABOR LAW AND POINT 3(C) OF SECTION V OF THE KEK J.S.C, THE DEPARTMENT OF HUMAN RESOURCES ON 30.01.2023 PUBLISHES THE ANNOUNCEMENT FOR THE FOLLOWING POSITION:

### **DIRECTOR OF HUMAN RESOURCES**

Department: HR Directorate

Reporting to: Corporate Services – Executive Director

#### **MAIN RESPONSIBILITIES**

- Develop and coordinate the implementation of HR strategy and policies and the performance management system to support Company's strategic objectives
- Provide adequate level of human resources (number & capabilities) for the Company
- Responsible for organization's recruitment, interview, selection, and hiring processes
- Effectively structure benefits programs to attract and retain top talent
- Initiate, manages and coordinate updating human resource software systems
- Responsible for designing recruitment policies and procedures to ensure the company has access to top talent.
- Responsible for creating and implementing a performance management framework that boosts the company's overall performance.
- Responsible for developing organizational structures aligned to the company's strategy.
- Advising management on employee-related issues
- Administration of employees (maintain staff records, process holiday and other employees requests etc.)
- Assess staff needs
- Recruiting and on-boarding new employees
- Administer the salaries, benefits and other compensations for the employees
- Design and deliver employees trainings
- Ensuring the company is compliant with current employee laws and regulations in force
- Administer the relationship with the unions including the negotiation of collective labor agreement
- In charge with the organizational chart and job descriptions
- Manages the performance evaluation of employees
- Supervise the work of HR personnel and provide guidance
- Deals with grievances and violations invoking disciplinary action when required
- In charge of time control and attendance of employees
- Manages salaries', other benefits and compensation and training budget
- Responsible for preparation of HR budget, implementation and accountability;
- Perform any other tasks assigned by superior

## QUALIFICATIONS AND EXPERIENCE

- University degree in human resources, business administration or relevant field; MSc/MA in human resources will be a plus
- At least 6 of relevant experience in all areas of HR
- At least 3 years of previous managerial experience
- Fluency in Albanian and English - fluency in Serbian is an advantage.

## EXPECTED SKILLS

- Excellent knowledge of human capital management
- Ability to manage complex organization (of more than 1000 employees) with issues that require constant attention but keeping focus on the given strategy
- In-depth knowledge of HR best practices, and in particular Kosovo Labour Law, Law on the Civil Service, Law on Occupational safety and health and respective secondary legislation
- Strong knowledge of HR and industrial safety legal requirements.
- Experience of implementing and interpreting HR policies and employment legislation
- Experience of advising managers and solving issues across a full range of HR activities
- Systematic approach to problem solving with the ability to focus on the symptoms of solutions towards long-term developments
- Excellent decision-making skills through risk weighing, considering the right options and solutions
- Strong orientation towards the organization with a passion for development and training of its employees
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- The ability to multitask, manage and meet deadlines and interact with staff member on all levels
- Sound ethics and integrity
- Excellent written and verbal communication skills
- Microsoft Office proficiency required, including Word, Excel and Power Point.

KEK INVITES ALL INTERESTED AND QUALIFIED CANDIDATES TO APPLY FOR THIS POSITION

For further details on the aforementioned position, see KEK's website: [www.kek-energy.com](http://www.kek-energy.com). Applications can be obtained on our website [www.kek-energy.com](http://www.kek-energy.com). Completed applications, CV and scanned copies of relevant evidence (bachelor/master degree, evidence of managerial work experience and the experience in the relevant field) should be submitted to email address [recruitment@kek-energy.com](mailto:recruitment@kek-energy.com). Applications sent to another address will not be accepted, and applications submitted after the deadline will not be considered, while incomplete applications will be rejected.

The employment contract for the employee who will be selected in this announced position will be 6 months of probationary work with the possibility of extension

**Deadline for application until 15.02.2023.**