



Based on Article 8 of Labor Law No. 03/L-212, Article 5 of Administrative Instruction No. 01/2024 (amending and supplementing Administrative Instruction No. 03/2024 regarding the regulation of public sector recruitment competitions), and the KEK J.S.C. Labor Code No. 804 dated 28.01.2025, based on the current organizational structure and the need to fill a staff vacancy within the Corporate Services Division of KEK j.s.c., the Chief Executive Officer of KEK authorizes the Human Resources Department to publish the vacancy announcement for the following position on July 9, 2026:

VACANCY ANNOUNCEMENT

Position title: Chief Information Officer
Institution: Kosovo Energy Corporation
Reference number: 09-09.07.2026
Employment Appointment Act Type: In accordance with Labor Law 03/L-2012, Administrative Instruction 01/2024, the amendment to Administrative Instruction 03/2024, and KEK's Internal Regulations.
Supervisor's title: Reports to the Executive Director of Corporate Services
Contract duration: 1 (one)-year term with the possibility of extension, with a 6 (six)-month probationary period.
Salary coefficient: 2050 Euro
Application procedure: External
Requested number: 1
Workplace: Kosovo Energy Corporation, Pristina

Brief summary of the work:

Under the supervision of the Director of Corporate Services, the incumbent plans, organizes, supervises, and participates in all activities and functions of the IT Division. He/she is responsible for defining the Division's developmental goals and objectives; developing and implementing policies, procedures, and standards; planning and organizing the delivery of programs and services; and effectively informing supervisors about relevant developments in the field of IT. Additionally, the person in this role is responsible for preparing IT department budgets, monitoring expenses, fostering collaborative relationships with other departments, and performing other relevant duties as needed.

Duties and responsibilities:

- Develops and leads the implementation of goals, objectives, policies, procedures, and work standards for IT departments. Prepares and administers the budget—including determining staffing and operational resource needs—and monitors the Division's expenditures.
- Plans, organizes, manages, reviews, and evaluates the work of professional, technical, and operational staff through subordinate supervisors. Ensures the selection, training, development, and performance evaluation of the Division's staff, takes disciplinary action as necessary, and provides ongoing guidance, support, and assessment to the staff.
- Contributes to improving the overall quality of IT department services by developing, reviewing, and implementing policies and procedures that meet management requirements, operational needs, and the Corporation's mission..
- Determines priorities and allocates available resources, reviews and evaluates service delivery, recommends improvements, and ensures their delivery is as effective and efficient as possible..
- Monitors daily operations to ensure the Division meets established objectives and targets, adheres to policies and procedures, and delivers services effectively; takes corrective action as necessary..
- Manages the administrative responsibilities of the IT departments, including organizing meetings, representing the department at meetings with Management and the Board of Directors, and preparing and overseeing periodic and ad-hoc reports.
- They are a member of the management team and participate in meetings and conferences, ensuring the representation of the IT Division's needs and concerns..
- Monitors changes in legislation, regulations, and technology that may affect the Division's operations, and implements necessary changes to policies and procedures.
- Oversees the implementation of network security measures at the Corporate level.
- Anticipates future network needs and identifies proactive solutions to meet them.
- Oversees the planning and administration of information technology systems at the corporate level and manages projects for their expansion and upgrading.
- Responsible for planning IT system capacity and coordinating activities related to information technology services and equipment.
- Performs other duties of a similar nature or level, as requested by the supervisor.

- Authorizations: In accordance with KEK regulations and other authorization levels established from time to time.

Professional Requirements/Qualifications

- University degree in Information Technology, Computer Engineering, Computer Science, or another relevant field.
- At least 5 years of professional work experience in the aforementioned fields, including at least 3 years of work experience at a managerial level.

Expected skills and knowledge:

- Operational, professional, leadership, and management theories, principles, and practices—including effective supervision—applicable to the duties of the position.
- Principles and practices of budget planning, formulation, and management, as well as the efficient allocation of resource.
- Legislation, regulations, administrative instructions, policies, procedures, and other applicable acts, as well as their interpretation and implementation.
- Design, development, implementation and administration of information technology systems, including hardware and software equipment, license management, backup systems, data archiving and disaster recovery).
- Development of work plans, objectives, targets, and performance indicators for the departments.
- Leading, supervising, motivating, professionally developing, and evaluating staff, as well as managing personnel matters in cooperation with the Human Resources Division.
- Simultaneous management of multiple tasks and competing priorities.
- Effective communication and presentation, preparation of reports, official correspondence, and other professional documents, as well as cooperation with management, employees, institutions, and stakeholders.

Documents to be submitted as part of the application and the method of submission:

During the online application process, after filling in the fields with accurate and complete personal information, you should pay attention to the following points:

- a. Fill out the application downloaded from the KEK website; once completed, it must be uploaded via the online application form at the link: "**Upload the completed application**";
- b. Proof of your qualifications: A **university degree** in Information Technology, computer engineering, computer science, or another relevant related field—scan this into a single document (in .pdf, .docx, or .doc format, with a maximum size of 5MB) and then upload it to the online application via the "**Upload proof of qualifications**" link; and
- c. **Document your work experience** with an employment contract or a confirmation of employment issued by the employer, and upload it via the "**Upload experience evidence**" link".

If the degree was obtained abroad, the certificate of degree recognition or the document proving that the degree is undergoing the recognition process—provided that the proof of recognition is submitted by the time the appointment act for the position is signed.

Application method:

The application is online, upload the documents according to the requirements in the competition. Your application is complete only if you receive the confirmation e-mail. For any questions and for security in the application, contact the phone numbers: 038/501-401-2671 or 045/355-111 but you can also write to the e-mail (ofertapune@kek-energy.com) to confirm your application (only if you have not received the confirmation e-mail).

Notification of the public competition result:

Candidates will be notified individually of the outcome of this competition, in accordance with Administrative Instruction No. 01/2024 (amending Administrative Instruction No. 03/2024) and the Labor Code (Law No. 804 of January 28, 2025) governing public sector recruitment.

Method of evaluating applicants/candidates:

The interview up to seventy (70) points.
The curriculum vitae (CV) up to thirty (30) points.

KEK invites all interested individuals, particularly women, to apply for the advertised position.]

For more information regarding the aforementioned position, please visit the website www.kek-energy.com, go to the 'Announcements' section, and download the application form for the position you are applying for.

In the event of a tie in scores at the conclusion of the interview and CV evaluation process, priority will be given to candidates from the Municipality of Obiliq and other affected areas, in accordance with Law No. 05/L-044..

Note:

During the online application process, after filling in the fields with accurate and complete personal details, you should pay attention to the following: **If you fail to declare that an immediate family member works for KEK, your applications will be rejected, regardless of the stage at which this is verified.** Late applications will not be accepted, while incomplete applications or those not in the format specified above will be rejected.

The successful candidate will be assigned to the position applied for under this announcement and, for a period of three (3) years from the date of the initial contract, shall not be eligible for reassignment to positions experiencing a significant shortage of staff.

Approximate calendar: oral interviews within 25 days and final notification within 30 days, provided there are no complaints that would suspend the timeframe stipulated by Administrative Instruction 01/2024 (amending and supplementing Administrative Instruction 03/2024) and Labor Law No. 804 of January 28, 2025.

**Application deadline: July 24, 2026, at 24:00
Prishtina, 09.07.2026**

Human Resources Division

