

# UNIVERSITY "UKSHIN HOTI" PRIZREN

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## HRMU

Based on the provisions of article 66 paragraph 3.2 of the Law on Public Officials, No. 06/L-114, Article 8 of the Labor Law No. 03/L-2 12 and UA/07/2017 for the regulation of the competition procedures, as well as the decision of the Governing Council no. 01-583, "Ukshin Hoti" University, announces:

### COMPETITION

#### I. Administrative official - Center for research, innovation and knowledge transfer

The job title	Administrative official for the center of research, innovation and knowledge transfer (CRIKT)
The supervisor	General Secretary
Employment status	Fixed-term employment
Duration of the contract	1 year (12 months)
Number of positions	1
The category of the job function	Professional level
Payment coefficient/salary	Gross salary 520 €
The work trial period	2 months
Working hours	Full-time (40 hours per week)

#### Main tasks

- Provides administrative and technical support, including communication on behalf of CRIKT, technical assistance in document scanning and copying, as well as the reception of parties;
- Prepares and modifies documents including correspondence, reports, and e-mails as requested and recommended by the CRIKT leader;
- Accepts and distributes correspondence addressed to the CRIKT office and takes care of it for its maintenance;
- Stores and maintains electronic and physical copies of various documents, files and other data for the purpose of office activity documentation;
- Maintains contact on behalf of the superior with the employees of the institution, senior officials, and the public, by providing assistance, advice and instructions on certain issues or by exchanging information;
- Manages the calendar of meetings and other events of the center in accordance with the provisions of the regulation on the establishment, structure and principles of operation of the center for research, innovation and knowledge transfer no. 01-439;

- Takes care of the provision of various spending materials for the needs of the CRIKT, the completion of expense reports, as well as being supplied with necessary materials and equipment;
- Performs duties that are outside the contract description, with the request of the superior, in accordance with laws and regulations.

#### **CONDITIONS:**

The general criteria must be met as provided in Article 8 of Law no. 06/L-114, as well as the special criteria for the position such as:

- University degree or advanced-degree
- Knowledge of the English language at an advanced level (mandatory).
- Knowledge of other local languages is an advantage (under equal conditions).
- Good verbal and written communication skills, good level of writing in the Albanian language, knowledge of the legislation on higher education in the Republic of Kosovo, as well as general knowledge.
- Computer skills of software applications (Word, Excel, Power Point, Access, Internet).

#### **JOB APPLICATION DOCUMENTS:**

- Application form
- CV and cover letter,
- Relevant notarized diploma
- Birth certificate/ extract
- Penal clearance certificate
- ID copy
- Other relevant documents for supporting the position you are applying for
- **General criteria and evaluation procedure:**
- All applicants who meet the criteria set forth in Article 8 of the Law on Public Officials are eligible to apply.
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- The selection of candidates for the vacant job position will be carried out through the selection process which is governed by the law and is based on the principle of equal opportunities, merit, transparency, professionalism and political independence, non-discrimination, gender equality and representation of communities.
- In accordance with the provisions of Article 9 of Law 06 L-1 14 and Article 8 of the University Statute, candidates of the categories as mentioned above (in case of equal points) will have priority.
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- The evaluation process consists of two stages: preliminary verification, verifying whether the candidates meet the general criteria, and evaluation of the knowledge, skills and professional qualities of the candidates through a written test and an interview.
- The winning candidate is the candidate with the most accumulated points from the evaluation process, by passing the minimum of 60% out of the total score.

**Application method and deadline:**

- The job application contest is open for 15 days, from 23.12.2022 to 05.01.2023, until 16:00.
- The documents should be physically submitted in the Human Resources Management Unit office, no. 526 in the central administration of the University "Ukshin Hoti" Prizren.
- The contest shall be published on the official website of the University "Ukshin Hoti" Prizren, ([www.uni-prizren.com](http://www.uni-prizren.com)).