Job Advertisement

Description of position

Title of Position: Director General of Kosovo Customs
No. of References: 01/2016-DK-MF
Reports to: Minister of Finance

Overall Summary:

The Customs of Kosovo is the only institution responsible for exercising customs functions on behalf of the Republic of Kosovo. Duties and responsibilities of the Director General of Customs of Kosovo are foreseen as specified in Article 6 and 7 of the Customs and Excise Code in Kosovo no. 03 / L-109, supplemented and amended by the Law no. 04 / L-099, the Law No. 04 / L-115 and the Law No. 04 / L-273, which code defines the duties and responsibilities of the Kosovo Customs. Also, within the scope of Kosovo Customs are also a bunch of other normative acts regulating its operation and other powers of the General Director of Customs. These acts are published in the Official Gazette of the Republic of Kosovo and, applicants can find their summary at the link below:

https://dogana.rks-gov.net/sq/legiislacioni#legiislacioni.
In accordance with Article 5 of Customs and Excise Code, the Minister of Finance has legal jurisdiction to announce the advertisement for Director General of Customs of the Republic of Kosovo.

**Duties and Responsibilities:**

- Ensures the implementation of the customs legislation provisions;
- Manages the system of tax collection and customs duties;
- Ensures effective management and promotion of customs administration under the best European practices and legislation in force in the Republic of Kosovo;
- Exercises the powers in accordance with Articles 6 and 7 of the Customs and Excise Code in Kosovo no. 03 / L-109; and
- Performs other duties prescribed by the applicable law in the Republic of Kosovo;

**Professional qualifications and working experience**

- University degree in the fields of economy (business administration, finance, management or related) or Justice. Particularly are encouraged qualified applicants beyond the bachelor degree in the above mentioned areas;
- At least 5 years of experience in management level position in the public or in private sector;
- Knowledge on the functions of the Customs;
- Good knowledge of the Kosovo customs legislation, policy trends, and other relevant documents for development of customs system based on European practices;
- Knowledge in the use of computers and various software; and
- Fluency in English essential.

**Personal Skills**

- High moral integrity;
- Excellent managerial skills;
- In specific situations fast decision-making ability within the legal framework;
- Skills to work in a results-oriented environment; and
- Skills to work under pressure
The accompanying documents must be attached to the documentation such as:

- Curriculum Vitae (CV),
- Proof of educational and professional qualifications (degrees obtained abroad must be verified by MEST),
- Copy of identification card,
- Proof of work experience,
- Certificate that proves that no criminal procedures are being conducted against the candidate; and
- Cover letter, providing clear explanation of how the applicant’s experience and skills match the requirements of the role.

Documentation must be submitted in the building of the Government of the Republic of Kosovo, 12th floor, in the archives off the Ministry of Finance.

The names of candidates that will be invited to interview will be contacted individually. The Ministry of Finance provides equal employment opportunities to women and minorities.

Deadline for the application is from 15.11.2016 to 29.11.2016, until 16:00hrs. This position has been previously advertised, and previous applicants who are still interested should please submit their application in full again.

Applications submitted after the deadline of the competition will not be accepted, whereas applications that do not contain evidence of educational qualifications, work experience and the certificate that no criminal proceedings are being conducted against the candidate, it will not be reviewed by the relevant committee.