



MINISTRIA E ENERGISË DHE MINIERAVE
MINISTARSTVO ENERGIJE I RUDARSTVA
MINISTRY OF ENERGY AND MINING



*INSTITUCIONET E PËRKOHSHME TË VETËQEVERISJES
PRIVREMENE INSTITUCIJE SAMOUPRAVLJANJA
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT*

JOB OPPORTUNITY – PROJEKT MANAGER (PM)

LIGNITE POWER TECHNICAL ASSISTANCE PROJECT (LPTAP)

The World Bank supported project in Kosovo

Purpose of employment: Assist the UNMIK/ MEM in the detailed planning, coordination, implementation and monitoring of the forthcoming LPTA Project activities. The PM will be responsible for overall coordination of the Project Office under the guidance and supervision of the MEM.

Tasks:

He/she will:

- Coordinate a small team of specialized professional task managers and a minimum support staff in performing the project activities as well as the day- by- day administrative operations of the project office;
- Manage project activities and ensure the timely implementation of the project;
- Prepare the annual strategy and annual operating budget for the project;
- Coordinate the preparation of the annual procurement plan;
- Coordinate the preparation of the terms of reference for the Consultants assignment in close cooperation with technical staff of the local regulatory authorities;
- Conclude short term service contracts with external local collaborators, etc.
- Draft contracts to be concluded with the winning Consultants;
- Coordinate the preparation of all project payments and disbursement documents;
- Prepare project quarterly reports;
- Coordinate provision of technical support to the Project Steering Committee
- Keep communication and liaison with project stakeholders
- Organize and participate in public consultations processes.

Requirements:

- a master degree in economics, engineering, business/public administration or other relevant fields;
- proven knowledge of the Kosovar economy, with an emphasis on mining and energy industrial sector;
- general understanding of financing / investment portfolio methodologies;
- ability to lead and manage a small project team of professionals;
- ability to deal with international and local specialists as consultants;
- ability to supervise and co-ordinate all technical aspects of a contract;
- ability to ensure good communication and co-ordination with the Contracting Authority, and key stakeholders;
- drafting, communication and planning skills;
- openness and willingness for knowledge transfer to the team members;
- proficiency in English, both oral and written.

All interested parties shall deliver documentation (Cover Letter and CV) in an sealed envelope. Please mark “LPTAP – Project Manager”. Deadline for submission of documentation is September 15, 2006 at 15:00. Place for submission of documentation: Ministry of Energy and Mining, Sejdi Kryeziu str. No. 5, Pejton Place, 10000 Prishtina. MEM Archive.