



Based on Article 8 of the Labor Law, Article 5 of Administrative Instruction No. 01/2024 and Supplement to the Amendment to AI 03/2024 on the Regulation of the Competition in the Public Sector, based on the Labor Code No. 804 of 28.01.2025 of KEK j.s.c., as well as the emergency needs presented for filling the vacancies in the Corporate Services Division, the Acting Chief Executive Officer of KEK on 02.04.2025 authorizes the Director of Human Resources to publish the competition for the following positions:

Vacancy Announcement

Position title:	<u>Leader of Physical Security Sector in CPD and EGD</u>
Institution:	Kosovo Energy Corporation
Reference number:	03-28.03.2025
Type of Job Appointment Act:	According to the Labor Law 03/L-2012 dhe UA nr.01/2024, supplement to the amendment of AI 03/2025 and the KEK Labor Code
Title of supervisor:	Reports to the Manager of the Physical Security Department.
Duration of the contract:	1 (one) year with possibility of extension, while probationary period is 6 (six) months.
Coefficient-salary:	700.00 Euro
Application procedure:	External
Number requested:	2
Place of work:	Kosovo Energy Corporation (KEK j.s.c.)

Duties and responsibilities:

The job holder is responsible for leading and overseeing all aspects of physical security at KEK, including the protection of personnel (including third parties within KEK), property and information. Will ensure that all KEK facilities, spaces and assets are protected from potential risks, leading security teams and cooperating with relevant authorities to guarantee a safe working environment. Responsible for a safe environment for staff and third parties at KEK j.s.c.. Requests information and reports from shift leaders for physical security, as well as gives them instructions regarding security issues according to circumstances and need, to prevent any potential risk to KEK assets and premises. It also cooperates closely with the monitoring leader at the Monitoring Center and with the Kosovo Police.

Analyzes risks and recommends measures to minimize potential threats.

Supervises the work of security staff, provides work instructions and ensures that they have ongoing training on physical security. Supervises the organization of schedules for guards, including shifts, rotation and covering absences, to ensure full coverage of KEK premises and facilities.

Checks the functionality of security equipment such as: surveillance cameras, alarm systems, ramps, etc.

Ensures that all safety protocols are implemented in accordance with KEK regulations and applicable laws.

Ensures that investigations are carried out for: incidents, accidents, thefts, attempted thefts, various breakdowns, etc. and proposes measures for improvements in terms of physical security.

Prepares detailed reports (monthly, annual, and special as needed) on security events and presents them to the Manager of the Physical Security Department.

According to legal obligations and as needed, it coordinates with the police, firefighters and other security institutions.

Must have knowledge of legislation pertaining to the field of physical security.

Responsible for the manner of communication and timely information on issues related to physical security.

Responsible for issuing Entry Permits to third parties while respecting the ordinances/regulations in force.

In the event of any potential danger and in order to prevent accidents/incidents, it is obliged to take immediate measures to locate areas where there are threats.

Professional Requirements/Qualifications

University Preparation, at least High School.

At least 3 (three) years of leadership experience in the field of physical security.

Certificate for security manager for basic services, issued by the MIA.

Knowledge of security systems and risk management.

Knowledge of security procedures and emergency response.

Knowledge of laws and regulations related to physical security and protection of critical facilities.

Good communication and teamwork skills. Excellent leadership, communication and problem-solving skills.

Good knowledge of MS Office (Word, Excel, etc.). Ability to work under pressure and make quick and effective decisions.

Ability to use various security equipment and systems, such as CCTV cameras and alarm systems.

Knowledge of English is preferred..

The documents that must be submitted as part of the application and the method of their submission:

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

Complete the application-CV downloaded from the website of KEK, after completing it, it must be uploaded in the form of an online application at the link: **"Upload completed Application-CV"** only our form found on the KEK website.

Proof of your qualification: **Faculty diploma (high school, bachelor's or master's), Scan the proof of work experience with the Employment Contract or Certificate of Work Experience from the competent authority, the Certificate (license) for Security Manager for Basic Services issued by the Ministry of Internal Affairs into a single document.** (.pdf or .docx or .doc format, maximum size **5 MB**), and then upload it to the online application via the **"Upload evidence of qualification"** link. If the diploma was obtained abroad, a certificate of nostrification of the diploma obtained or an act proving that the diploma obtained is in the nostrification procedure, provided that the nostrification of the diploma is submitted by the moment of signing the act for appointment to that position.

II. Position title:	Shift Leader for Physical Security in CPD and EGD
Institution:	Kosovo Energy Corporation
Reference number:	03-28.03.2025
Type of Job Appointment Act:	According to the Labor Law 03/L-2012 dhe UA nr.01/2024, supplement to the amendment of AI 03/2025 and the KEK Labor Code
Title of supervisor:	Reports to the Head of the Physical Security Sector in the CPD and EGD
Duration of the contract:	1 (one) year with possibility of extension, while probationary period is 6 (six) months.
Coefficient-salary:	500.00 Euro
Application procedure:	External
Number requested:	10
Place of work:	Kosovo Energy Corporation (KEK j.s.c.)

Duties and responsibilities:

The job holder is responsible for supervising and coordinating the activities of security staff during the shift. Will ensure that all KEK facilities, spaces, assets are protected from potential risks, by managing security teams and cooperating with relevant authorities to guarantee a safe working environment. Is responsible for implementing security protocols and managing emergency situations in a professional and efficient manner.

Performs the acceptance and handover of the task at the workplace in three shifts at 0700, 1500 and 2300. In case of non-arrival of the shift, it continues until an adequate replacement is found, and in case of failure of the replacement, it continues in the following shift.

Must always wear the uniform designated for physical security staff during working hours. Reads the reports from the previous shift in the shift report book and during the shift, records all important events that occur, specifying the exact time of the event, type, place, actions taken, etc.

Checks and verifies whether all necessary equipment for physical security staff is available and functional, such as: radios, handcuffs, lighting batteries, detectors, ramps, surveillance cameras (where they exist), alarm systems, lighting of spaces, etc. At the end of the shift, compiles a summary report of the situation and events during the shift.

Ensure that the process of verification (carried out by security staff) of the identity of employees, visitors, contractors, etc., entering or located in KEK premises and facilities, is carried out professionally..

Conducting regular patrols of KEK premises together with the patrol leader on shift to identify potential hazards. Immediate response to emergency situations, such as: theft, physical attacks, fires or other security threats.

Responsible for implementing internal physical security regulations/procedures to protect KEK facilities, spaces and assets, as well as responsible for implementing other relevant KEK regulations/procedures.

Analyzes risks and recommends measures to minimize potential threats.

Ensures that investigations are carried out for: incidents, accidents, thefts, attempted thefts, various breakdowns, etc. and proposes measures for improvements in terms of security.

According to legal obligations and as needed, it coordinates with the police, firefighters and other security institutions.

Use of safety equipment and firefighting tools to extinguish possible fires.

Management of internal issues among staff and resolution of disputes with professionalism

Must have knowledge of legislation related to security.

Responsible for the manner of communication and timely information on issues related to physical security.

In case of any potential danger and in order to prevent accidents/incidents, is authorized to take immediate measures to isolate areas where there are threats.

In accordance with KEK Regulations and other levels of authorizations determined from time to time.

Professional Requirements/Qualifications

High school diploma.

Have at least 3 (three) years of work experience in the physical security of spaces and facilities in various companies.

Certificate for basic professional training in physical security issued by the MIA.

Knowledge of security systems and risk management. Knowledge of security procedures and emergency response. Good communication and teamwork skills.

Basic computer skills. Ability to work under pressure and make quick and effective decisions. Ability to use various security equipment and systems, such as CCTV cameras and alarm systems

The documents that must be submitted as part of the application and the method of their submission:

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

Complete the application-CV downloaded from the website of KEK, after completing it, it must be uploaded in the form of an online application at the link: **"Upload completed Application-CV"** only our form found on the KEK website.

Proof of your qualification: **High school diploma, proof of work experience with an employment contract or a certificate of work experience from the competent authority, Certificate (license) for basic professional training in physical security issued by the MIA (scan them into a single document(.pdf or .docx or .doc format, maximum size 5 MB), and then upload it to the online application via the "Upload evidence of qualification" link.** If the diploma was obtained abroad, a certificate of nostrification of the diploma obtained or an act proving that the diploma obtained is in the nostrification procedure, provided that the nostrification of the diploma is submitted by the moment of signing the act for appointment to that position.

III. Position title:	Shift patrol responsible in CPD and EGD
Institution:	Kosovo Energy Corporation
Reference number:	03-28.03.2025
Type of Job Appointment Act:	According to the Labor Law 03/L-2012 dhe UA nr.01/2024, supplement to the amendment of AI 03/2025 and the KEK Labor Code
Title of supervisor:	Reports to the Head of the Physical Security Sector in the CPD and EGD
Duration of the contract:	1 (one) year with possibility of extension, while probationary period is 6 (six) months.
Coefficient-salary:	450.00 Euro
Application procedure:	External
Number requested:	10
Place of work:	Kosovo Energy Corporation (KEK j.s.c.)

Duties and responsibilities:

The job holder performs Monitoring and Control of Entry and Exit. Patrolling and inspecting KEK facilities and spaces. Responds to incidents and emergencies including reporting any attack or danger that is anticipated or observed, i.e. potential risks, such as: theft, damage, sabotage or other events. Ensuring a safe environment for KEK staff and visitors. Reports directly to the shift manager for physical security and works closely with the shift guard. Acceptance and handover of duty is done at the workplace in three shifts at 0700, 1500 and 2300. In case of non-arrival of the shift, it continues until an adequate replacement is found, and in case of failure of the replacement, it continues in the following shift.

To always wear the uniform designated for physical security staff during working hours.

Reads the report from the previous shift in the shift report book and during the shift, records all important events that occur, specifying the exact time of the event, type, location, actions taken, etc.

Checks and verifies whether all necessary equipment is available and functional, such as: radio links, handcuffs, lighting batteries, detectors, surveillance cameras (if there are any at his guard post), whether the lighting is at the level, etc.

Conducting regular patrols on KEK premises to identify potential hazards and clicking on the GPS system to prove presence and patrolling.

Suspicious events that he observes, including suspicious movements, are obliged to immediately notify the shift leader for physical security, and according to the assessment, if necessary, also the Kosovo Police.

Compiles the shift event report and reports it to the shift leader for physical security at the end of the shift.

Verify the identity of visitors, contractors, etc. who enter and are located in KEK's premises and facilities..

Prevents unauthorized and suspicious persons from entering KEK premises.

Ensures that doors and windows of buildings are properly closed.

Informs physical security superiors of any weaknesses or deficiencies found that may affect or be related to the security of facilities and spaces.

Responds to requests from superiors and ensures that any situation is handled in accordance with regulations.

Employees who leave before the end of working hours are required to have a signed leave permit from their manager.

Professional behavior and high work ethic.

To request and verify identification documents for third parties entering KEK premises.

To conduct checks of vehicles entering and exiting KEK premises, in accordance with KEK physical security regulations.

In accordance with KEK Regulations and other levels of authorization as determined from time to time.

Professional Requirements/Qualifications

High school diploma.

Certificate for basic professional training in physical security issued by the MIA.

Have a driver's license, at least category B.

Good communication and teamwork skills.

Knowledge in the use of monitoring systems and security cameras.

Good physical preparation to cope with patrol and emergency response tasks.

The documents that must be submitted as part of the application and the method of their submission:

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

Complete the application-CV downloaded from the website of KEK, after completing it, it must be uploaded in the form of an online application at the link: "**Upload completed Application-CV**" only our form found on the KEK website.

Proof of your qualification: **Scan your high school diploma, driver's license, at least category B, and the Certificate (license) for basic professional training in physical security issued by the MIA into a single document.** (.pdf or .docx or .doc format, maximum size **5 MB**), and then upload it to the online application via the "**Upload evidence of qualification**" link. If the diploma was obtained abroad, a certificate of nostrification of the diploma obtained or an act proving that the diploma obtained is in the nostrification procedure, provided that the nostrification of the diploma is submitted by the moment of signing the act for appointment to that position.

IV. Position title:	Monitoring leader
Institution:	Kosovo Energy Corporation
Reference number:	03-28.03.2025
Type of Job Appointment Act:	According to the Labor Law 03/L-2012 dhe UA nr.01/2024, supplement to the amendment of AI 03/2025 and the KEK Labor Code
Title of supervisor:	Reports to the Head of the Physical Security Sector
Duration of the contract:	1 (one) year with possibility of extension, while probationary period is 6 (six) months.
Coefficient-salary:	600.00 Euro
Application procedure:	External
Number requested:	1
Place of work:	Kosovo Energy Corporation (KEK j.s.c.)

Duties and responsibilities:

The job holder is responsible for managing the Monitoring Center. It is ensured that the equipment in the monitoring center is functional and that all facilities and spaces that are covered by monitoring cameras (monitoring system) are monitored by staff. Based on the information and evidence of the administrators on shift, compiles daily and monthly reports and forwards them to the heads of the physical security sectors and the department manager. If necessary and according to the assessment of the situation, notifies the Kosovo Police of possible risks observed through surveillance cameras.

Checks and verifies that all monitoring devices, surveillance cameras, alarm devices and other devices in the monitoring center are functioning. In cases where there are problems with any of the devices connected to the monitoring center, immediately notifies the IT service.

Reads and checks shift administrators' reports in the shift report book and makes daily reports to the heads of physical security sectors and the department manager.

Ensures that the GPS system related to vehicle movement is functional and reports (as requested for relevant vehicles) to the Department Manager.

Monitors the electronic system for verifying guard observation at the assigned guard point to ensure that it is functional and that the observation (or visit) by the guards is being implemented, and reports on any problems related to this system.

According to legal obligations and as needed, coordinates with the police, firefighters and other security institutions. Ensures that all security protocols are implemented in accordance with KEK regulations and applicable laws.

Compiles weekly and monthly reports of events/incidents and sends them at the end of the week/month to the official email of the physical security department manager.

Professional Requirements/Qualifications

Technical or Electrotechnical high school diploma (ICT systems technician, informatics technician, computer technician)
Have a minimum of one (1) year of work experience.
Good knowledge of MS Office (Word, Excel, etc.). Good communication and teamwork skills.
Ability to use various security equipment and systems, such as CCTV cameras and alarm systems.

The documents that must be submitted as part of the application and the method of their submission:

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

Complete the application-CV downloaded from the website of KEK, after completing it, it must be uploaded in the form of an online application at the link: **"Upload completed Application-CV"** only our form found on the KEK website.

Proof of your qualification: **High school diploma, proof of work experience with a contract or a certificate of work experience from a competent authority (scan them into a single document)** (.pdf or .docx or .doc format, maximum size **5 MB**), and then upload it to the online application via the **"Upload evidence of qualification"** link ".If the diploma was obtained abroad, a certificate of nostrification of the diploma obtained or an act proving that the diploma obtained is in the nostrification procedure, provided that the nostrification of the diploma is submitted by the moment of signing the act for appointment to that position.

Method of application

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 uncertainties and for security in the application, contact the phone number: 038 501-401-2671,045355111 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).

Announcement of the results of the public competition

Candidates will be notified individually of the result of this competition, respecting Administrative Instruction No. 01/2024, supplementing the amendment to AI 03/2024 and the Labor Code No. 804 of 28.01.2025 on the regulation of competition in the public sector.

Method of evaluating applicants/candidates:

Curriculum Vitae (CV) up to thirty (30) points
Interview is valued up to seventy (70) points

In case of equal points at the end of the test (writing) and CV evaluation, priority will be given to candidates from the municipality of Obiliq and other endangered areas in accordance with Law No. 05/I-044.

For more information about the above-mentioned position, visit the website: www.kek-energy.com, the 'Advertisement' icon and you can download the application for the position you are applying for..

Note:

During the online application, after filling in the fields with accurate and complete personal data, you should be careful as follows: **If you do not declare that your close family member works at KEK, at any stage of verification, your applications will be rejected. Applications after the deadline will not be accepted, while those that are incomplete or not in the format required above will be rejected.**

The successful candidate will be assigned to the position for which he/she applied according to this announcement and within 3 (three) years from the date of the first contract, he/she has no right to be reassigned to another job, except in exceptional cases with the permission of the KEK EC.

Approximate calendar: within 25 days CV evaluation and oral interview. Final notification within 10 days if there are no complaints that suspend the deadline provided for in AI 01/2024, supplement to AI 03/2024 and based on the Labor Code no. 804 of 28.01.2025.

Application date until 17.04.2025 at 24:00
Prishtina, 02.04.2025

