

Pursuant to Article 21. of the Law of Public Enterprises, in connection with Article 17. (the Law No.03/L-087, of 13 June 2008, as amended and supplemented by the Law No.04/L-111, of 20 April 2012, (Hereinafter: the Law No. 03/L-087), and the Decision of 12 May 2020, the KT J.S.C. Board of Directors is herby posting this:

**JOB ADVERTISEMENT**

Position:  **Chief Executive Officer**

 **Chief Financial and Treasury Officer**

Duty station: Prishtinë

The Company (Enterprise): Kosovo Telecom J.S.C.

Deadline for applying: 13 June 2020

**ENTERPRISE’S DESCRIPTION**

Kosovo Telecom J.S.C. (KT) is a licensed public company (enterprise) that provides telecommunications’ services and products in an open market, thereby bringing innovations and novelties innovations in the telecommunications’ market. TK is looking to hire a Chief Executive Officer and a Chief Financial and Treasury Officer, who has appropriate qualifications, recognized integrity and necessary professional experience that will be managing the company in accordance with the recognised Corporate Governance principles, and will continue to developing Corporation’s services and products.

**Job Title: Chief Executive Officer**

By reporting to the Board of Directors, the Chief Executive Officer (CEO), manages all KT’s activities such as coordinating and directly supervising the work of departments’ directors as well. CEO shall manage day-to-day operations in accordance with the Law on Public Enterprises, the matrix of authorisations, relevant regulations and the Board’s decisions.

Pursuant to Article 21. of the Law of Public Enterprises, in connection with Article 17. Of the Law No.03/L-087, (amended and supplemented later on), the Chief Executive Officer must meet the qualifications and independence requirements thereof.

**CEO’s Responsibilities:**

* Provides strategic development and corporate governance for KT, by promoting qualitative changes essential to successful business;
* Accurately develops and implements the Plan for improving financial performance as well as for achieving positive financial result;
* Develops KT to a modern enterprise with self-sustaining and customer-oriented commercial business;
* Continuously manages progressive changes, in order to increase Company’s performance in accordance with applicable laws and relevant Government’s decisions;
* Ensures proper internal development and control of systems and procedures in all KT’s business units, including mobile and terrestrial telephony, internet services as well as IPTV services,
* Optimises business processes in entire Company, in accordance with international standards for corporations of this type.

**CEO is fully responsible for:**

* Leadership and provision of instructions for formulating and implementing business strategies and organisational culture in order to achieve the TK’s vision.
* Establishing a business and ethical environment that helps internal capacity building;
* Initiation and development of strategic partnerships, which in turns brings benefits to TK in terms of growth, positioning in the region and financial success;
* Directing and coordinating the Company’s activities in order to implement the Business Plan, make profit and return of the capital;
* Meeting of obligations arising from international treaties, Kosovo laws, operating licenses and other acts.
* Accurate implementation of the KT Board of Directors decisions;
* Preparing and supervising of TK’s Annual Business Plan implementation, including administering of annual operations budget, maintenance, expenses, salaries and capital costs;
* Reviewing of the workers' performance, salaries and measures for raising employees’ incentive for work;
* TK’s human capacity developing, hiring and dismissing of employees, good administration of both, procurement procedures and financial transactions;
* Representation of the enterprise in Kosovo and abroad;
* Proper arrangements of the TK Board of Director’s meetings;

**Terms and Conditions the CEO must meet:**

* The candidate must have a University degree in the field of: economics, technical sciences and engineering, legal or similar fields. Advanced education (master degree) in the relevant sector is preferred.
* Have proper knowledge of strategic enterprise management.
* Be able to offer alternatives for achieving positive business results of the Company and manage changes to achieve positive results in accordance with the Government’s and Board of Directors’ decisions and applicable laws.
* Good knowledge of the Telekom’s products and services as well as Telecom’s development trends.
* Demonstrate knowledge of finances and be able to understand and do interpreting of financial information for decision-making process.
* Ability to adapt to unplanned or altered situations, demonstrate flexibility when planning and when taking measures cope with such circumstances.
* Ability to delegate and monitor authority and responsibility to associates to perform delegated functions.
* Leadership skills for achieving the general objectives of TK, as well as the ability to make important decisions in difficult situations;
* Ability to implement the necessary changes and apply new business methods to cope with new challenges;
* Ability to effectively communicate with the Board of Directors, its subordinates, customers, stakeholders, government officials, media and other parties.
* Independence and high level of integrity when performing corporate activities.
* Ability to focus on customer issues, expectations and problems, so that they have good quality and long-term services.
* Demonstrate strong determination when imposing disciplinary measures to managers and employees in accordance with the law and TK’s procedures.
* Good knowledge of English in writing and speaking.

The candidate must have at least 5 years of experience at the senior management level. Individuals with work experience in enterprises, other corporations with large size and complexity are preferred.

**Job Title: Chief Financial and Treasury Officer**

By reporting to the Board of Directors, the Chief Financial and Treasury Officer is responsible for the overall management of KT’s Finances and Treasury.

The Chief Financial and Treasury Officer must meet the qualification and independence requirements set for in Article 21. in connection with Article 17. of the Law No.03 / L-087, as amended and supplemented later on.

**Chief Financial and Treasury Officer Responsibilities**:

* Keeps records of Corporation’s cash flow and the Treasury;
* Establishes and reviews internal audit’s work, including purchases, cash accounts and immovable assets;
* Oversees profitable accounts and coordinates the payment of special invoices and purchases;
* Examines employees’ costs to ensure compliance with Corporate policies and the budget before effecting the payments;
* Produces Corporate audit documents at the end of the year and liaise with the auditors;
* Reviews financial agreements and maintains all business-related financial policies;
* Determines Corporate budget and participates in producing the same;
* Develops and implements medium and long-term financial strategies to ensure funds management and security in the most profitable way;
* Initiates changes and drafts the plans for Financial Department’s staff development, in accordance with existing modern practices in this field;
* Develops procedures for cash flow controlling and planning;
* Ensures that KT complies with relevant legislation and regulations in this area.

**Terms and Conditions the CFTO must meet:**

* The candidate must have a University degree in the field of finances and/or accounting.
* Significant professional experience in the field of finance and / or accounting;
* To prove proper knowledge of the financial management of the enterprise.
* Demonstrates ability to analyze and detect important financial issues;
* Extensive knowledge of International Accounting Standards (IAS), management of finances and the cash flow;
* Capacity to train and develop financial staff;
* Strong persuasive / interpersonal skills;
* Ability to adapt to unplanned or altered situations, demonstrate flexibility when planning and when taking measures cope with such circumstances;
* Ability to delegate and monitor authority and responsibility to associates to perform delegated functions;
* To demonstrate independence and high level of integrity throughout corporate activities.
* Leadership skills for achieving the general objectives of TK, as well as the ability to make important decisions in difficult situations;
* Good knowledge of English in writing and speaking is preferable.

The candidate must have at least 5 years of experience in management of finances. Individuals who have working experience in enterprises, other large and complex corporations are preferred.

Applications must be submitted in writing in one of the official languages ​​of the Republic of Kosovo and can be downloaded from the site www.kosovotelecom.com.

The application together with a detailed CV, cover letter, qualification certificate and certificates from the responsible court certifying that you are not under criminal investigation, not older than 6 months, must be submitted in person in a sealed envelope in the Central Archive Office, floor VI, Office No. .603. Main Building of TK, Dardania Neighbourhood, 10000 Prishtina, Republic of Kosovo or by email: hr@kosovotelecom.com.

The Statement under Oath is to be signed at the time of submission of the application.

Letter of References are not required at this stage.

 Candidates with incomplete, uncompleted and inadequate documentation will be rejected.