



Based on the Statute of L.P.E. Bus Station J.S.C. Pristina, Article 17, clauses b) and j) of the Law no. 03/L-212, UA 07/2017, Regulation No. 02/693 on Internal Organization, Systematization and Job Description, and the Decision nr. 02/1816, from 22.10.2019, the Chief Executive Officer issues the following:

JOB VACANCY

Post advertised: Shift Coordinator (**1 position**);

Duration of the contract: Indefinite;

Duties and responsibilities:

- With the Peron Dispatcher and the Chief of Transport and Operations controls and supervises arrival times of the buses, respectively during his/her shift organizes operations on passenger transportation;
- Coordinates the work of all ticketing offices, in charge for ticket-sale of transportation companies;
- Compiles daily report on the number of lines held and not held (these evidences are compiled in Excel format) and coordinates his/her work with the peron dispatchers;
- Shift Coordinator is obliged to use the free exit stamp for the busses leaving empty after they disembark their passengers. This applies only to the passenger transportation operators holding valid contracts, which enable them the usage of L.P.E. Bus Station J.S.C. Pristina services;
- Is obliged for sending information's on carrier's timetable to the digitalization system responsible employee;

Qualifications and skills:

1. Bachelor degree in Traffic, or the secondary school with three years of working experience;
2. Knowledge of working on computer (necessary);
3. Possession of excellent communication skills;
4. Possession of organizational skills;

The documentation needed for application:

1. Application for employment;
2. Copy of the education diploma;
3. The birth certificate;
4. Copy of the personal I.D.;
5. Certificate showing that applicant is not under investigation, or sentenced;
6. Certificate on working experience;
7. Recommendations and other documents, if possess;

General information's:

- The application form can be obtained and submitted at the Archive Office of the L.P.E. Bus Station J.S.C. Pristina.

- All the citizens of the Republic of Kosovo are entitled to apply in this job vacancy advertisement, without exception.
- The enterprise offers equal opportunities, encourages and promotes engagement of the new employees.
- Written tests and interviews will be held following the deadline for application, as is foreseen by the law.

The Job Vacancy advertisement remains open for 15 days, following its publication (from 23.10.2019 to 06.11.2019).

Remark: The uncompleted or unsigned documentation, or the documentation received following the closure of the advertisement will not be considered.