



NPL "STACIONI I AUTOBUSEVE" SH.A. PRISHTINE
GJP "AUTOBUSKA STANICA" A.D. PRISTINA
MPE "BUS STATION" J.S. PRISTINA

In accordance with Article 25, Paragraph 2, Point (h) of the Law on Public Enterprises, no. 03/L-087, and the amendments of the Law on Public Enterprises No. 04/L-111, Article 13 of the Law no. 06/L-21 on Internal Audit of Public Finances, by the Decision No.02/128 adopted by the Board of Directors, on 14.01.2020, M.P.E. Bus Station J.S.C. Pristina publishes the following:

VACANCY ANNOUNCEMENT

Working Title: Internal Audit Officer (1 post)

Contract length: 3 yeras, with the possibility of extension

Type of engagement: Full time

Location: Prishtina

In general:

The post holder oversees and coordinates all audit activities of the budget, revenues, expenditures, procurements, warehousing, as well as the staff and operational activities performed by the enterprise management units, during operational activities and the management of the M.P.E. Bus Station J.S.C. Pristina. In accordance with company procedures and rules, evaluates work efficiency and its implementation. The post holder submits his/her report(s) to the Audit Committee.

Main duties and responsibilities:

- Applies an acceptable and effective internal control and audit system;

- Considers and criticizes bad policies and practices related to accounting, various procedures, administration and maintenance of assets and the capital of the company;
- Enables that the activities of the company are consistent with the Statute and other regulatory, legal and administrative acts;
- In accordance with objectives of the Business Plan of the company, evaluates and controls implementation of decisions made by the Shareholders, the Board of Directors and the Audit Committee;
- In accordance with the Internal Audit Plan approved by the Audit Committee, performs all internal audits;
- Discusses on results of the audit with a responsible person within specific sector or unit, and advices and guides on actions that needs to be taken for improvement of the situation;
- Maintains written reports and submits them to the Audit Committee for approval while aiming to submit them further, to responsible persons of sectors or units under audit;
- Prepares monthly and an annual report about the work and activities of the company;
- Collects, analyzes and evaluates data from diverse activity fields, in order to achieve an objective assessment of the situation;
- Analyzes accounting practices and procedures, and proposes their modification or adjustment in compliance to accounting standards in the country;
- In accordance with applicable laws and internal acts of the company, performs all controls and audits;
- In addition to the duties and responsibilities mentioned above, performs other duties as required by the Audit Committee and the Executive Director of the company:

Professional qualifications and requirements

- In accordance with Article 13 of the Law no. 04/L-111 on amendments of the Law on Public Enterprises, to meet the criteria for company officials;
- IAO should possess an university degree - Faculty of Economics;
- In accordance with the law, he/she should be authorized accountant expert and authorized auditor;
- Must have at least 3 years of working experience in senior management or menagerial positions.
- A thorough knowledge of laws and regulations in power, with emphasis on the Law on Public Enterprises, the Law on Business Enterprises, and on other laws dealing with internal control and finance management;
- Excellent communication skills;
- Knowledge of English, both verbally and in writing;
- Organizational and coordination skills;
- Possession of a career training certificate, desirable;

Required documentation and method of competing:

Candidate must submit the application with following documentation - in a sealed envelope - to the Administration of M.P.E. Bus Station J.S.C. Pristina; Str Bill Clinton nn, Pristina - each working day, from 08:00 to 16:00 (lunch-break 12: 00-13: 00 hours).

1. Employment application form can be downloaded from the SAP website:

<https://www.sap-rks.com/sq/konkurse/>

2. Statement under oath - signed by the candidate, which certifies that the candidate fulfills criterias of independence, in accordance with Articles 17.1 and 17.2.

The form can be downloaded from the Bus Station website:

<https://www.sap-rks.com/sq/konkurse;>

3. Motivation Letter;

4. Evidence on education;

5. Evidence on working experience;

6. Required certificates;

7. Copy of the ID card;

8. Along with the application, the candidate must as well submit a certificate (not older than 6 months), issued by the competent court, proving that he/she is not under investigation.

- Any inconsistency of the material - whether intentional or due to negligence, or modification of the content of the material compared to the information stated in the said statement, will result in immediate disqualification of the candidate.

General information:

- All citizens have the right to compete;

- The company provides equal opportunities and encourages and promotes involvement of all workers, regardless of being members of any community and gender.

The competition opens on 16.01.2020 and ends up on 31.01.2020, at 4:00 pm.