

**CIVILIAN JOB DESCRIPTION  
HQ KFOR  
PRISTINA, KOSOVO  
HUMAN RESOURCES MANAGEMENT OFFICE**

**PART I – JOB IDENTIFICATION**

<b><u>Post no.:</u></b>	KHQ EIN 0030		
<b><u>Headquarters:</u></b>	HQ KFOR		
<b><u>Branch:</u></b>	DCOS SPT		
<b><u>Section:</u></b>	JOINT ENGINEER		
<b><u>Unit:</u></b>	ENG INFRA SECTION		
<b><u>Job title:</u></b>	ENGINEER		
<b><u>Nationality:</u></b>	National or legal resident of Kosovo		
<b><u>Date of validation:</u></b>	01 Nov 2024	<b><u>Service:</u></b>	Civilian
<b><u>Duty location:</u></b>	Pristina	<b><u>Grade:</u></b>	LCH-7

**PART II – DUTIES**

**A. POST CONTEXT:**

The Joint Engineers Branch is responsible for all aspects of Military Engineering in KFOR including the planning and execution of infrastructure projects in-theatre and point of contact with other international organizations (UNMIK, EULEX), the Institutions in Kosovo (IiK) authorities (including the Kosovo Security Forces, Ministry of Infrastructure, Environmental and Spatial Planning) and other NATO Bodies (JFC Naples, NSPA) involved in KFOR's infrastructure projects.

The Engineer has the particular task to provide Civil Engineer expertise to JENG Branch.

**B. REPORTS TO:**

CHIEF INFRASTRUCTURE

**C. PRINCIPAL DUTIES:**

1. Acts as Project Manager as well as the Contractor Officer's Technical Representative (COTR) for assigned infrastructure projects in KFOR Area of Operations, ensures on-time delivery within scope and budget.
2. Prepares Statement of Works (SOWs) which fully define the required work or services requested, including the definition of technical contractual requirements in terms of specifications, construction materials, quality control and performance standards.
3. Provides technical evaluations of contract offers and ensures obligations towards KFOR are correctly and promptly fulfilled.
4. Coordinates technical requirements for new or changed requirements with the Contracting Officer.
5. Analyses contractor technical reports and test results to ensure conformity with technical and contractual requirements, and making appropriate recommendations for further action.
6. Prepares correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software, including technical support software such as AutoCAD.

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**D. ADDITIONAL DUTIES:**

- May be required to undertake operational deployments and/or TDY assignments both within and outside NATO's boundaries.
- Participating in meetings, conferences and seminars as required
- Performs other duties as assigned.

**PART III – QUALIFICATION**

**A. ESSENTIAL QUALIFICATIONS:**

**1. Professional Experience:**

- Minimum 6 years experience in civil engineering field combined with experience in the management of infrastructure projects.
- Proficiency in technical report writing and SOW writing.
- Experience in administration of contracts and in project management.

**2. Education / Training:**

- University degree in civil engineering.

**3. Security Clearance:**

Certificate of No Criminal Record

**4. Language:**

English: Very Good

**5. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Intermediate knowledge

Spreadsheets: Intermediate knowledge

Presentation: Intermediate knowledge

Database: Intermediate knowledge

AutoCAD: Basic knowledge

**B. DESIRABLE QUALIFICATIONS:**

**1. Professional Experience:**

- Previous working experience in road and/or bridge construction/repairs.

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**2. Education / Training:**

- Advanced university degree (Master's degree or equivalent) in civil engineering, or construction engineering/ project management or related field.

**3. Language:**

English: N/A

Albanian: Excellent

Serbian: Very Good

**4. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Intermediate knowledge

Spreadsheets: Advanced knowledge

Presentation: Intermediate knowledge

Database: Intermediate knowledge

AutoCAD: Intermediate knowledge

**C. CIVILIAN POSTS:**

**Personal Attributes:**

Actively influencing events rather than passively accepting; sees opportunities and acts on them. Originates action. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Ability to pick out important information in oral communications. Questioning and general reactions indicate to speaker 'active' listening. Ability to develop teamwork and maximise resources within a group to give most effective achievement of group objectives. Ability to analyse, organise and present numerical data, i.e., financial or statistical. Capacity to perceive the impact and implications of decisions and activities on other parts of the organisation. Ability to establish efficient and appropriate course of action for self and/or others to accomplish goal. Stability of performance under pressure and/or opposition. Ability to make controlled responses in stressful situations. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

**Problem Solving:**

Requirement to evaluate and solve varying problems resulting out of dissimilar or totally new issues. Unique problems of a wide variety require analytical, constructive and even innovative thinking and judgment.

**Managerial Responsibilities:**

Planning and coordinating most daily work details in accordance with rules and regulations. Some control over given priorities. Involved in the supervision, coordination and review of the work of other staff members performing related duties.

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**Professional Contacts:**

High level professional contacts inside or outside own activity or the Headquarters which may involve or commit the activity or the Headquarters to simple courses of action.

**Contribution to the Objectives:**

The work covers many dissimilar subjects that require different levels of intellectual skills. The work is based on a wide range of broad policies, procedures and minimum supervision. Consequently, supervision, analytical and constructive thinking, evaluation, even creativity is required for the determination of best courses of action in the functional area. The complexity of work context results in actions and/or recommendations that may substantially impact on the efficiency, image and the financial resources of the HQ.

**Work Environment:**

The work environment has slightly undesirable effects on the work performed. Occasional exposure to noise, dust, heat, oil, fumes even with some risk of discomfort or injury.

**D. REMARKS:**