

Procurement Specialist

Compact Program Summary

The Government of the Republic of Kosovo (the "Government" or "GoK") and the Millennium Challenge Corporation ("MCC"), a United States government agency, signed a grant aimed at accelerating the country's transition towards an energy future that is more sustainable, reliable and affordable. The GoK has ratified the Compact and has designated a new entity as an autonomous agency to exercise and perform the GoK's rights and obligations to oversee, manage and implement the Compact Programs. This entity will be referred to as MCA-Kosovo. The Compact program will be implemented within five years and consists of three projects 1) Energy Storage Project, 2) JETA Project, and 3) American Catalyst Facility for Development Project.

Millennium Challenge Account - Kosovo is recruiting for the position of the Procurement Specialist.

Position Summary

Under the direct supervision of the Procurement Director, the Procurement Specialist executes procurement activities to ensure compliance with the MCC Accountable Entity Procurement & Policy Guidelines, liaising with the Procurement Agent, MCC, and external entities to facilitate procurement processes. The position is based in Pristina, Kosovo.

Duties and Responsibilities

1. Review procurement requirements and requests from across MCA-Kosovo for consistency and conformity with established guidelines and alignment with the correct accounts/budget lines.
2. Execute a range of procurement activities ensuring responsiveness, transparency, and consistency of service compliant with anti-fraud and anti-corruption measures.
3. Advise the Procurement Director on provision of services, identifying issues which may impede delivery/consistency/conformity and recommend remedial measures to improve the Procurement Action Lead Time (PALT).
4. Advise MCA managers and staff on guidelines, timelines, and procedures regarding the provision of procurement services to build an informed basis for interactions and to support their smooth and sustained operation.
5. Review all procurement reports and provide advice to the Procurement Director on challenges and provide recommendations on how to overcome such challenges.
6. Review procurement files on a regular basis.
7. Support contract administration functions.

Required Knowledge and Skills

- Bachelor's degree in Business Administration, Procurement, Law, Finance, Engineering or related field required;
- Minimum three (3) years of relevant experience in procurement of goods, works, and services;
- Fluency in English and in another official language of Kosovo (Albanian or Serbian) is required. Proficiency in Albanian is preferred for candidates who speak Serbian, and vice versa.

Preferred background and work experience:

- Experience in drafting, reviewing, and approving procurement documents according to international standards;
- Formal professional certification in Procurement and/or relevant field;
- Demonstrated strong interpersonal and situational awareness.

For more information on MCC and the Kosovo compact, please go to:

[Kosovo Compact | Millennium Challenge Corporation \(mcc.gov\)](https://mcc.gov)

[Millennium Challenge Account \(MCA\) - Kosovo | mcakosovo.org](https://mcakosovo.org)

Application Procedure:

All interested applicants are required to complete the offline Application Form, which you can download through this [link](#).

Please send electronically the required completed Application Form, including an up-to-date resume to HR@mcakosovo.org no later than August 20, 2025 before 23:59 Kosovo time. Only completed application package will be accepted (resume and application form). The e-mail subject line must indicate the position title for which you are applying.

Kindly note that applications received after the deadline, submitted in different formats than the given Application Form or in languages other than English shall not be considered. Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

All MCA-Kosovo employees will be selected based on an open and competitive recruitment and selection process in accordance with the provisions of the Compact. In addition, the recruitment of all employees of MCA-Kosovo will be carried out in accordance with the principles and indications stipulated by the constitutional and legal provisions, including equal opportunity, merit, competency, transparency, and non-discrimination under all its forms.