**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) ACFD Project.

Millenium Challenge Account - Kosovo is recruiting for the position of the **Driver.**

**Position Summary**

The Driver, under the supervision of the Director of Administration and Finance is responsible for driving office vehicles for official functions and maintaining cleanliness and functionality of vehicles in order to support the office in its overall functioning.

**Duties and Responsibilities**

1. Drive MCA-Kosovo office staff and guests ensuring safety and security of passengers in support of daily operational requirements of the office and its programs;
2. Maintain the cleanliness and functionality of vehicles, reporting any damage or needs for repair and maintenance and ensure that the vehicles are ready for use;
3. Log vehicle use, gasoline consumption, and mileage to ensure that vehicles – considered organizational resources – are responsibly used and to support monitoring and audit activities;
4. Keep aware of schedules and work plans and general traffic conditions to ensure effective and efficient driving support is provided to office staff;
5. Deliver and collect correspondence and documentation of MCA-Kosovo;
6. Support handling requests related to office purchases of materials and services;
7. Assist in the coordination and the setup of office events, meetings, and appointments, ensuring timely arrivals and departures as needed;
8. Provide logistical support for operations and program;
9. Perform routine maintenance tasks such as changing light bulbs, repairing fixtures, and troubleshooting electrical issues;
10. Respond promptly to maintenance requests from office staff, prioritizing urgent issues to minimize disruption;
11. Assist in the setup and breakdown of equipment for office events, meetings, and conferences;
12. Conduct regular inspections of office facilities to identify potential safety hazards and maintenance needs;
13. Coordinate with external contractors for specialized repairs or maintenance tasks as needed;
14. Other tasks as might be assigned by Director of Administration and Finance.

**Required Knowledge and Skills**

* Completion of Secondary Education;
* Professional Driver’s License;
* Proficiency in English;
* At least 3 years driving experience with local or international organizations in Kosovo.

**Preferred background and work experience:**

* Demonstrated familiarity with work culture, policies and practices of international development organizations, donor organizations or similar;
* Demonstrated strong interpersonal and situational awareness;
* Office maintenance experience.

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

[**Kosovo Compact | Millennium Challenge Corporation (mcc.gov)**](https://www.mcc.gov/where-we-work/program/kosovo-compact)

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

**Application Procedure:**

*All interested applicants are required to complete the offline Application Form, which you can download through this*[***link***](https://kosovajob.com/admin/uploads/1754638706.docx)***.***

*Please send electronically the required completed Application Form, including an up-to-date resume to*[**HR@mcakosovo.org**](mailto:HR@mcakosovo.org)*no later than August 31, 2025 at 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.*