

Program Specialist (maternity coverage)

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.

Millennium Challenge Account - Kosovo is recruiting for the position of Program Specialist (maternity replacement for a period from 6 to 12 months).

Position Summary

Under the direct supervision of the Deputy Executive Director for Programs, the Program Specialist is responsible for the daily execution and monitoring of, and support to, a range of activities supporting the projects under the compact and ensuring consistency with established work plans and implementation guidelines. The position is based in Pristina, Kosovo.

Duties and Responsibilities

1. Assist the project teams in overseeing the execution/delivery of requirements across the Energy Storage and JETA projects for consistency and conformity with established workplans and budget guidelines;
2. Execute a range of project technical and administrative support activities – organizing activities, coordinating meetings, documentation, etc. – ensuring responsiveness, transparency, and consistency of service;
3. Collect and monitor project performance data to support implementation and analytics;
4. Advise the Deputy Executive Director for Programs on execution of activities, identifying issues which may impede delivery/consistency/conformity and recommend remedial measures to improve service delivery;
5. Advise MCA managers and program support functions on the technical requirements of projects to address human resource, finance, procurement, and communications needs of the BESS, JETA and ACFD projects, in addition to building an informed basis for interactions and supporting their smooth and sustained operation;
6. Collaborate with cross-cutting functional teams (Social Analysis, Environment and Social Performance, Monitoring & Evaluation and Economic Analysis) and ensure information required for these functions are available and established guidelines/workplans are followed;
7. Communicate with communities, stakeholders, and implementing entities to ensure support for project activities and coordinated efforts;
8. Document all project activities and issues to support audit, monitoring and evaluation, and learning to sustain the different processes/services and strengthen transparency and accountability;
9. Monitor the delivery of project activities and ensure that timelines are complied with, milestones are met, and issues are raised in a responsive manner.

Required Knowledge and Skills

- Bachelor's degree in Economy, Business, Management, Finance, Political Science, Technical faculty or a related field;
- Minimum three (3) years of relevant experience in program management, energy, blended finance, behavior change communication or a related discipline;
- Demonstrated experience working on large-scale or complex programs with multiple stakeholders;
- Experience with contract management;
- Demonstrated familiarity with policies and practices of international development organizations, donor organizations or similar;
- 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:

- Professional certification in Project Management or similar;
- Strong leadership, team building, communication and collaboration skills.
- Master's degree in the above fields.
- Experience with public institutions, agencies, regulators related to energy sector.

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

[Kosovo Compact | Millennium Challenge Corporation \(mcc.gov\)](#)
[Millennium Challenge Account \(MCA\) - Kosovo | 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 October 19, 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.