



## Kosovo Agency of Statistics' trainee programme

Are you a recent graduate looking for a rewarding professional career?

Would you like to contribute to the development of Kosovo? Do you like playing with data and looking into what is behind them? If yes, then we invite you to apply for the Kosovo Agency of Statistics Trainee Programme!

The project "Strengthening of the Statistical System of Kosovo, 2019 – 2023" is recruiting four trainees for our project at the Kosovo Agency of Statistics.

### BACKGROUND

The Project "Strengthening of the Statistical System of Kosovo, 2019-2023" is financed by the European Union and the Swedish Government and is implemented by Statistics Sweden and FCG Swedish Development AB with its consortium partner the European Institute for Public Policy. The overall objective of the project is to contribute to the strengthening of the statistical system of Kosovo. It is done by assisting in the development of reliable statistics in line with European Standards and specifically aims at increasing the capacities of Kosovo Agency of Statistics (KAS) to carry out its core activities in a standardised and independent manner.

### Type of position:

Paid full time positions for 6 months in Agriculture and Environment Department and 12 months in Methodology and IT Department with the option to apply for a position at KAS by the end of the traineeship. The place of traineeship is at KAS headquarters in Pristina.

### Open positions:

#### Department of Agriculture and Environment Statistics - 2 positions:

##### Position 1: Trainee in Environment Statistics

**Qualification:** Degree in Environment (Bachelor)

##### Competences and skills:

- Professional knowledge in the field of environment statistics especially on Industrial waste statistics and waste treatment
- Computer skills in data processing in software applications (advanced Excel and word);
- Knowledge of statistical estimation

##### Position 2: Trainee for Agriculture Statistics (Crop Statistics)

**Qualification:** Degree in agriculture (Bachelor)

##### Competences and skills:

- Professional knowledge in the field of agriculture crops
- Computer skills in data processing in software applications (advanced Excel and word)
- Knowledge of statistical estimation

#### Department of Information Technology and Methodology - 2 position of Trainee in Information Technology

**Qualification:** Degrees in Information Technology (Bachelor)

##### Competences and skills:

- Principles and concepts of operating systems and network
- Computer logic and mathematics

Project implemented by



Beneficiary





- Business systems applications
- Microsoft Visual Basic. NET
- Microsoft SQL Server
- Geographic Information System (GIS)

**Requirements and competencies applying to all positions:**

- Applicants should be Kosovo citizens with a valid Kosovo passport or ID card. Good command of spoken and written English. Knowledge of Serbian would be an advantage.
- **Computer Skills:** Experience in the usage of computers and office software packages such as word processing, spreadsheets and presentations.
- Strong analytical skills
- **Interpersonal Skills:** Collaboration, ability to work as part of team, effective oral and written communication, ability to meet deadlines and deal with a variety of situations and partners in challenging environments.
- **Motivation and drive:** Strong motivation to learn and develop, results - orientation, individual initiative, ability to manage a variety of daily activities.

**Overall tasks include:**

- Actively participate in the statistical, administrative and other activities of the placement department
- Take part in all capacity building activities offered during the traineeship.

**Benefits:**

- Being part of a professional organisation where people are proud of their work and keen to learn and develop
- Collaborate with and learn from international experts
- Benefit from capacity building activities
- On-the-job training
- Attractive remuneration level.

**How to Apply:**

Please send your electronic application including a motivation letter, your CV in English and a copy of your Transcript of Records and Degree Certificate to [sssk@fcgsweden.se](mailto:sssk@fcgsweden.se)

The deadline for applying is on the 19th of November 2020.

**Additional Information:**

You must indicate the trainee position you are applying for in the subject line of your application email as well as in your motivation letter.

The Project is an equal opportunity employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to ethnicity, religion, sex, origin, political affiliation, sexual orientation, gender identity, marital status, disability, or other legally protected characteristics.

**Please be aware that:**

Applications received after the deadline will not be considered. Incomplete applications (missing CV, letter of motivation or copy of the degree certificate) will not be reviewed and **will be automatically excluded from the selection procedure**. KAS family related (next of kin) applicants and previous trainees **are considered as not eligible candidates and shall be automatically excluded**.

Only shortlisted candidates will be contacted for an interview. Interviews will be conducted in Albanian and English language.