**Announcement - Request for provision of cleaning services**

Date of publication of the announcement: **6 April 2020**

* **Job position:**Maintenance
* **Job location:**“CBC House”, Building PRIME, Str. “Tirana”, Entrance D, 5th floor, No. 53, Prishtine.
* **Commencement date: 4 May 2021**
* **Duration: for a period of one year from the date of signing the contract with the possibility of extension**
* **Deadline for application:** from 6-19 April 2021

**Description:**

The Ministry of Local Government Administration, as part of the IPA II funds is the implementer of three Cross-Border Cooperation programs:

1. Kosovo – North Macedonia, IPA II, 2014 – 2020;
2. Montenegro - Kosovo, IPA II, 2014 – 2020 and
3. Albania – Kosovo, IPA II, 2014 – 2020.

The implementation of these Programs is realized through three Technical Assistances (TA), which as a Contracting Authority have the EU Delegations, while their implementers are the state institutions of the respective countries.

In the framework of these Technical Assistances, we invite all interested parties to apply for the provision of cleaning services for the offices where the following three IMC Programs offices are located:

1. Office of the Joint Technical Secretariat, Kosovo-Northern Macedonia Program;
2. Antenna Office of the Joint Technical Secretariat, Montenegro-Kosovo Program and,
3. Antenna Office of the Joint Technical Secretariat, Albania-Kosovo Program.

**Main duties and responsibilities:**

* The provider of cleaning services is obliged to clean the building of "CBC House" in Prishtina, which has: 3 offices, 1 conference office, terraces, desks, chairs, cabinets, entrance hall, bathrooms, windows of the building, as well as all office equipment;
* Cleaning must be done at the time set by the employer;
* The employee is obliged to perform this cleaning at least 3 (three times) a week;
* The employee will agree with the Head of Office for the cleaning schedule;
* The Service Provider - Employee must be available also in other cases at the request of ‘CBC House’ officials in Prishtina.

**Qualifications and experience:**

* Primary and/or secondary education;
* Relevant work experience will be an advantage.

**Knowledge and skills required:**

* Have the ability to work according to high work standards and be organized;
* Have the ability to adapt within the work environment.

In order to comply with the rules against COVID -19, all interested parties must submit the following documents to the e-mail arjeta.sahiti@rks-gov.net and in the subject to write - **Application for cleaning CBC House.**

* Copy of ID card;
* CV;
* Any evidence of previous work.

Only candidates who pass the first selection stage will be invited for an interview.