



REPUBLIKA E KOSOVËS / REPUBLIKA KOSOVA / REPUBLIC OF KOSOVO

QEVERIA E KOSOVËS / VLADA KOSOVA/ GOVERNMENT OF KOSOVA

**MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE
MINISTRY OF LABOUR AND SOCIAL WELFARE**

THE WAGE SUBSIDY Programme

The Ministry of Labour and Social Welfare (MLSW), in collaboration with the United Nations Development Programme (UNDP), announces the open call for applications for Wage Subsidy Programme support for interested **private sector enterprises and jobseekers** under the Wage Subsidy Programme.

About the Wage Subsidy Programme

The aim of the Wage Subsidy Programme (WSP) is to create employment opportunities for job-seekers in Kosovo by subsidizing employers who are willing to hire them on a long-term basis. It is a unique opportunity to support gradual growth of Kosovo enterprises. In order to benefit from the WSP, the employer needs to sign a 12 months employment contract with the employee, in line with the labour laws in force. The employer will benefit with a 50% subsidy of the employees' wage. The amount of this subsidy may not be higher than the minimum wage in Kosovo per month. The Employment Offices will support the companies in identifying the best candidates registered as jobseekers, according to the specific needs of the employers.

In addition to supporting the local companies by subsidizing employment, the WSP facilitates the entire recruitment process for the new vacancies. Keeping in mind the difficulties that private companies face in finding and engaging skilled staff required to expand their business activities, the WSP will use the expertise of the Employment Offices to match each job vacancy with the appropriate job-seekers, in line with the criteria set by the companies.

The WSP is implemented in following steps:

First step – Expressing interest to benefit from WSP: All interested private sector enterprises can express interest to benefit by filling in an online basic application form, available at www.mpms.rks-gov.net . Additionally, the application forms are also available at the Employment Offices in all municipalities. Attached to the application should be the business registration and fiscal number certificates of the applying enterprise.

Second Step – Select the employee and sign an agreement: The employment counselor will provide a list of potential candidates according to the needs of the company. The company selects the best candidates from the list and signs an agreement with the employees for at least 12 months. The subsidy, depending on the programme, can be in a duration of 6, 9 or 12 months.

Who can apply?

The Application Form can be found online at www.mpms.rks-gov.net and printed in each Regional Employment Office throughout Kosovo.

Apply until the 31st of July 2015!

1. Private enterprises

All interested employers who registered with the employment offices can apply. Enterprises should be registered with the Kosovo Business Registration Agency and be active in Kosovo Tax Administration.

Businesses operating in **all the types of economic activities** are eligible to apply to the WSP. Priority will be given to the following six priority economic sectors, selected by the Ministry of Trade and Industry (MTI), as having the highest potential for economic growth in Kosovo, namely:

- food processing and packaging industry;
- ICT along with Business process outsourcing and Customer support centres sector;
- metal processing industry;
- textile industry;
- tourism;
- wood processing industry.

2. Unemployed Jobseekers

All the jobseekers registered with the employment offices can benefit from WSP. During the selection process priority will be given to long term-unemployed (unemployed for more than 12 months), with a focus on:

- women;
- people with disabilities;
- repatriated persons;
- ethnic minorities.

All interested persons should register at the EOs in their respective municipalities. Those who possess a vocational training certificates provided by the MLSW or who have attended previous on the job training will have an advantage in the selection process. Cases of conflict of interest with involved parties and decision makers of the WSP shall not be eligible to benefit from the WSP.

The Financial Support

The WSP will provide a 50% subsidy to the employer for each newly hired unemployed person, the amount of which may not be higher than the minimum wage in Kosovo per month. Duration of the subsidy will vary depending on the characteristics of the jobseekers and the level of obstacles they face in entering the labour market.

- Young people, 18-25 years old, will be subsidized for 6 out of 12 months of their contract duration;
- Women, persons with disabilities, ethnic minorities, and long-term unemployed (more than 12 months) will be subsidized for 9 out of 12 months of their contract duration;

- Repatriated persons will be subsidized for 12 months of their contract duration;

For candidates who belong to these groups, a combined approach of on-the-job training and wage subsidy scheme may be used. In these cases, on-the-job training will be implemented according to the specifications provided by MLSW. On-the-job training is another active labour market programme, which aims at providing training at the workplace for jobseekers who are low skilled, have no work experience, and have little education.

How to Apply

The **interested private enterprises** should submit the completed **application form** to the Employment Office in their municipality in person or via e-mail. The application form is available online at www.mpms.rks-gov.net and printed in each Employment Office throughout Kosovo. Applicants are should provide as attachments to the application their business registration and fiscal number certificates. The enterprises will then be contacted by the Employment Offices with a list of potential candidates.

Jobseekers interested in the vacancies should register in or visit the Employment Offices of their municipalities where they are already registered and inform their employment counsellors about their interest.

Other Information

For more information in your municipality, please contact the Employment Offices, at the following addresses:

Employment Office	Address	E-mail	Tel
Prishtinë/Priština	Str. "Tirana"	z.obertinca@gmail.com Besim.I.Zogaj@rks-gov.net	038 - 613 - 021
Gjilan/Gnjilane	Str. "Idriz Seferi"	zkpgjilan@hotmail.com	0280 -320 - 057
Prizren	Str. "Zahir Pajaziti". Nr.1	qrpp.prizren@rks-gov.net	029 - 241 - 349 029 - 222 - 223
Pejë/Peć	Str. "Mbreteresha Teute p.n"	grp_peje@hotmail.com	039- 432- 820
Ferizaj/Uroševac	Str. "Rexhep Bislimi p.n"	kemajl.shabani@rks-gov.net	0290 -320 - 004
Gjakovë/Djakovica	Str "Mbreteresha Teuta no 72"	grp-gjakove@hotmail.com	0390 – 325 - 161
Mitrovicë/Mitrovica	Str "Xhafer Deva no 60"	qrpmi@hotmail.com	028-530-785

In case you have further questions regarding the Wage Subsidy Programme, please contact the ALMP2 project, at almp.ks@undp.org.

About the project:

The main objective of Active Labour Market Programmes is to improve the capacities of the labour market institutions to design relevant, gender-responsive policies at the central level and to deliver integrated services at the local level, focusing on the most vulnerable groups among the unemployed. During 2014-2017, ALMP is kindly funded by the Ministry for Foreign Affairs of Finland, the Ministry of Labour and Social Welfare, and UNDP.

Information Sessions

All information related to the Programme will be announced in each employment office and in the official website of the Ministry of Labour and Social Welfare.

Information sessions in the employment offices will be organized based on the schedule below:

Municipality	Date of Meeting	Time	Place of Meeting	Phone
Prishtinë/Prishtina	02.07.2015	09:30-11:30	Employment office Prishtina St. "Tirana"	038 / 613 - 021
Obiliq/Obilič	02.07.2015	13:00-14:30	Employment Office Obiliq/Obilic St "Ferid Curi"	038 / 560 - 184
Glllogoc/Gllogovac	06.07.2015	09:00-11:30	Employment Office Glllogovc/Gllogovac St "Fehmi Gjeve Lladrovci"	038 / 584 - 260
Lipjan/Lipljan	06.07.2015	13:00-14:30	Employment Office Fushë Kosovë/Kosovo Polje St. "Nene Tereza"	038 / 535 - 197
Novobërdë/Novobrdo	03.07.2015	09:00-11:30	Employment Office Novobërd/Novobrdo ,Fshati/Sello Boston	038 / 576-016
Gračanicë/Gracanica	03.07.2015	13:00-14:30	Employment Office Graçanicë/a , Village Llapasellë/Laplje Selo	045/413 - 171
Gjilan/Gnjilane	01.07.2015	09:00-11:30	Employment Office Gjilan/Gnjilane ,St. "Idriz Seferi"	0280 / 320 - 057 0280 / 328 - 345
Kamenicë/Kamenica	01.07.2015	13:00-14:30	Employment Office Kamenicë/Kamenica St. "Nëna Tereze"	0280/372-383
Prizren	02.07.2015	09:00-11:30	Employment Office Prizren ,St"Zahir Pajaziti". Nr.1	029 / 241 - 349 029 / 222 - 223
Suharekë/Suvareka	02.07.2015	13:00-14:30	Employment Office Suharekë/Suvareka,St . "Brigada". Nr. 123	029 / 271 - 029
Mitrovicë/Mitrovica	03.07.2015	09:00-12:30	Employment Office Mitrovicë.Mitrovica St Xhafer Deva no 60	028 530 785
Ferizaj/Uroševac	06.07.2015	09:00-11:30	Employment office Ferizaj/Uroševac St Rexhep Bislimi	0290 320 805
Gjakovë/Djakovica	06.07.2015	09:00-11:30	Employment office Gjakovë/Djakovica st. Mbretresha Teutë no 72	0390-325-161
Pejë/Pec	07.07.2015	09:00-11:30	Empoyment Office Pejë/Pec St Anna Lindh	039 433 860