



The American Chamber of Commerce in Kosovo, Alternative Dispute Resolution Center (AmCham ADR Center), with the support of the USAID under the framework of the project “Capacity building for the AmCham ADR Center”, seeks applications from qualified persons for inclusion on the Roster of Arbitrators of the AmCham ADR Center. Prospective arbitrators will be required to successfully complete an arbitration training program to be organized by AmCham ADR Center in Pristina. AmCham ADR Center will select a maximum of 15 candidates to participate in the training program.

### **Minimum Qualifications**

1. At least 30 years old.
2. University diploma in subject that is relevant to arbitrator’s field of expertise.
3. Minimum of 7 years of business or professional experience or legal practice that indicates the ability to exercise sound, independent judgment and to fairly evaluate and apply legal, business or trade principles.
4. Held in the highest regard by business community and peers for integrity, fairness and good judgment.
5. Not being member of any political party or initiative.
6. Successfully attend arbitration training organized or approved by AmCham.
7. Dedicated to act in accordance with the Code of Ethics for Arbitrators adopted by AmCham.
8. Willingness to devote time and effort when selected to serve as arbitrator.
9. Willingness to participate in continuing education programs organized or recommended by AmCham.

### **Preferred Qualifications**

1. Membership in a professional association(s) or an affiliation with an organization, such as an accredited university or institute or other professional institution.
2. Other relevant experience or accomplishments such as publication of edited articles in professional or scholarly journals.
3. Honors, awards and citations indicating leadership in his/her field.

### **Application Process**

1. Complete written applications must be submitted to the AmCham ADR Center. The application must include:
  - a) CV and a Cover Letter explaining and outlining reasons for your interest in the AmCham ADR Center and identifying most relevant skills or experiences;
  - b) Evidence of university degree and other relevant professional training and/or certifications;
  - c) Personal statement not to exceed three pages (Times New Roman 12, single space, 1 inch margins) elaborating the following topic: "Why applicant should be admitted to the roster of arbitrators of the AmCham ADR Center and what is the future of arbitration in Kosovo"
  - d) List of three professional references who may be contacted by the AmCham ADR Center
  - e) Other supporting documents as deemed necessary by the candidate.
2. Shortlisted candidates will be notified and invited to an interview, and the successful candidates will then be requested to participate in the introductory training for New Arbitrators.

Completed applications (including all supporting documents) must be submitted to AmCham Offices, Perandori Justinian, No 16, 10000 Prishtina or via email at [adrcenter@amchamksv.org](mailto:adrcenter@amchamksv.org).

The deadline for submission of application is November 23, 2014, COB.