



KOSOVO PROPERTY AGENCY
AGJENCIA KOSOVARE E PRONËS · KOSOVSKA AGENCIJA ZA IMOVINU

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NË MBROJTJE TË PRONËS PRIVATE - PROTECTING PRIVATE PROPERTY - ZAŠTITA PRIVATNE IMOVINE

TERMS OF REFERENCE

Title of Post:	Administrative Assistant, Logistics, Administration Unit
Level:	L-2 (app. 567 € gross per month)
Project Title:	The Kosovo Property Agency
Duty Station:	Pristina
Starting date:	ASAP
Duration:	Six month, with possible extension
<i>Reference Number:</i>	<i>KPA - 046/2009</i>

Background

As a result of the conflict that occurred in Kosovo during 1998 and 1999, the uncertainty to property rights relating to private immovable property including agricultural and commercial property has presented serious challenges in protection of Human Rights - and negatively affecting the economy and returns of the displaced population.

Under UNMIK Regulation No. 2006/10, promulgated 4 March 2006, as amended by UNMIK Regulation 2006/50, and Assembly of Kosovo Law 03/L-079, the Kosovo Property Agency (KPA) was established as an independent administrative agency to assist the judiciary in its efficient and effective resolution of claims relating to private immovable property on the territory of Kosovo.

Main Duties and Responsibilities:

The position is located within the Administrative Unit. Under the direct supervision of the Team Leader of Administration, the incumbent will be responsible for:

- Assisting the Administrative TL in completion of daily tasks
- Perform the duties of Logistics Officer in accordance to the MEF Administrative Instruction 2005/11
- Assisting in logistic support to Regional offices;
- Assisting in the preparation of technical specifications of goods and services
- Assisting in the preparation of procurement requests for goods and services
- Liaise with utilities companies (Electricity, Water Supply, Garbage collection etc.)
- Liaise with contractors and service providers regarding invoices, payments and completion of services.
- Monitor the work of contractors and service providers.
- Assisting in the supervision of BM Assistants and Cleaners
- Assisting in the supervision of the Security Guarding Company and Electronic Security System.
- Updating and maintaining the general KPA Inventory Database.
- Distribution of scratch cards to KPA Field Staff.
- Filing of documents
- Organizing the purchase of low value items through Petty Cash

Other tasks may be assigned to the incumbent as and when required by the line supervisor.



Qualifications:

- Secondary School Certificate, University Degree is Preferred;
- Minimum two years of relevant experience in administration, logistics, inventory, store etc;
- Ability to analyze numeric data and identify evolving trends;
- Good knowledge of Microsoft Excel, Word, Access, data entering applications
- Good communication skills in English.

Required competencies and abilities

- Strong commitment to equality, fairness, integrity and human rights;
- Ability to pursue high standards of work and to be organized and effective;
- Ability to work effectively with minimum supervision and careful attention to details;
- Ability to take initiative, prioritize work, handle pressure from strict deadlines and long hours;
- Receptive to alternative problem solving; and
- Ability to be a good team-player and to function within a diverse multiethnic and multicultural working environment.

Note: Interested applicants should submit their completed application forms (P.11) by e-mail to recruit@kpaonline.org or fax at **038-249-919** for attention of Human Resources. Applications from qualified women candidates are encouraged. Only short-listed candidates will be contacted.

