



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 01/2010

№: 01/2010
Dated: 26 January 2010

New positions

Head of Regional Office, Prizren Regional Office

Salary level: **NPO-A** (approximately 1188 € gross monthly)
(Ref. №:KPA-001/2010)

Under the direct supervision of the Regional Coordinator, the Head of Regional Office is responsible for all activities in the office where s/he is assigned. This includes, but is not limited to:

Management of the office

s/he performs all relevant administrative, personnel and logistical functions;

s/he is responsible for the management of all operational work in the region with regards to (1) collecting and updating information on the property claims, (2) verification of documents (3) notification of claims and decisions, (4) administration of properties and rental scheme (5) co-operation with the governmental and non-governmental organisations and (6) co-ordination with KPA-HQ;

Notification Expert, Gjilan/Gnjilane Regional Office

Salary level: **L-1** (approximately 496 € gross monthly)
(Ref. №:KPA-002/2010)

Under the direct supervision of the Head of the Regional Office and in conformity with the instructions of the Regional Coordinator, the incumbent shall be responsible for notification of respondents, including:

Locating properties and/or land parcels claimed with KPA;

Notification of respondents and collecting data in conformity to SOP and instructions given through the chain of command;

Preparing reports and documents;

Any other duties as assigned by the supervisor.

Assistant Process Server Officer, Gjilan/Gnjilane Regional Office

Salary level: **KCB- 5** (approximately 179.30 € gross monthly)
(Ref. №:KPA-003/2010)

The Assistant of Process Server Officer (PSO) will be employed in the KPA Regional Office under the supervision of the Head of Office and he/she shall report to him/her. The tasks may vary slightly, depending on the load of cases. He/she will be largely responsible for serving notification of claims and eviction orders in person on current occupants of properties under claim and other interested parties. Delivery will take place throughout the Region. In generic terms, however, the main duties can be described as follows: Delivery of official documents of the KPA, including notifications of claims and eviction orders in minority areas. He/she will also ensure that proof of service is obtained in each case, preferably by means of the signature of the recipient.

The delivery process may involve liaison with law enforcement agencies. These duties may require travelling in hazardous areas, fulfilling tasks in stressful environment.

Assist in file management. Prepare and update the Claims Gazette and Notifications of Claim and the Notices of Participation. Arrange for the Gazette to be placed on the notice board in the Regional Office;

To provide clerical and secretarial assistance to the PSO in general administrative work (telephone calls receiving/dialling, photocopying official documents, filing, etc.);

Drive office vehicles for delivery/collection of important legal documents, when required;

Administrative functions may also be performed.

Deadline for submitting applications is 09 February 2010

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from www.kpaonline.org/jobs or collected at any of the KPA offices. Applicants are requested to complete a Personal History Form available at KPA offices or at www.kpaonline.org/downloads/phf. Applicants for the KCB positions are requested to complete a PISG (KCB) Application Form available at: http://www.kpaonline.org/PDFs/PISG.application_form.pdf. Complete applications may be submitted for attention of Personnel Office prior to the above deadline by hard copy to any KPA office, by e-mail it to recruit@kpaonline.org or by fax to (038) 249-919.

Applications from qualified women are encouraged. Preference will be given to equally qualified internal candidates.

Only short-listed candidates will be contacted. The candidate should clearly specify which post and which duty station s/he is applying for by referring to the Vacancy Reference Number listed for the post.

KPA ZYRAT/OFFICES/KANCELARIJE KPA-a

Selia/Headquarters/Sedište: Nazim Gafurri/Miladin Popović 31, Prishtinë/Priština, tel. (038) 249-918, fax. (038) 249-919; **Beograd:** Kosovska 49/8, tel. (011) 334-5513, fax. (011) 334-5314; **Gjilan/Gnjilane:** Lidhja e Prizrenit 114, tel. (0280) 320-289, fax. (0280) 324-067; **Mitrovicë/Mitrovica:** Mbretresha Teuta/Nenadović 14 (vis a vis UN HQ/Jugobanka), tel. (028) 530-136, fax. (028) 530-139; **Pjesa Veriore e Mitrovicës/Severni deo Mitrovice:** ndërtesa e AKM-së (afër Stacionit Verior të Policisë së UNMIK-ut)/Trepca-building/zgrada KPA (pored UNMIK-ove Policijske Stanice Sever); **Pejë/Peć:** Mbreterresha Teute 85, tel.(039) 431-668, fax. (039) 432-970; **Podgoricë/Podgorica:** Crnogorskih Serdara bb, tel. (081) 624-216; **Prishtinë/Priština:** Rexhep Luci/Goleška 2, tel. (038) 225 473, fax(038)244-854; **Prizren:** "Wilim Walker "nn Prizren (at EULEX base) Tel: (038) 760 610/ (038) 760 611; **Skopje:** Vinicka Street No. 10 (CDRIM-building), first floor
Telephone: +389 71 886 564

www.kpaonline.org

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