



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 01/2011

№:01/2010
Dated: 19 January 2011

Head of Regional Office, Prizren Regional Office

Salary level: NPO-A (approximately 1188 € gross monthly)

(Ref. №:KPA-001/2011)

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;

Required qualifications and experience:

- University degree in management, social sciences, law or other relevant discipline;
- Minimum four (4) years relevant professional experience;
- Previous experience from international organizations is desirable;
- Familiarity with Property law experience will be an advantage;
- Excellent command of Albanian and/or Serbian;
- Good command of English;
- Effective in dealing with local and international counterparts and ability to work in a multi-ethnic and multi-national environment;
- Excellent management and organizational skills;
- Strong commitment to non-discrimination, and
- Computer literate, excellent knowledge of MS Office applications.

Deadline for submitting applications is 02 February 2011

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 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

Selja/Headquarters/Sedište: Perandori Justinian 5, 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/Mitrovoica:** 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:** ndërteser e AKM-së (afër Stacionit Verior të Policisë së UNMIK-ut)/Trepca-building/zgrada KPA (pored UNMIK-ove Policijske Stanice Sever); **Pejë/Peć:** Mbretresha Teute 85, tel.(039) 431-668, fax. (039) 432-970; **Prishtinë/Priština:** Rexhep Luci/Goleška 2, tel. (038) 225 473,fax(038)244-854; **Prizren:** “Wiliam Walker “nn Prizren (at EULEX base) Tel: (038) 760 610/ (038) 760 611; **Skopje:** Vinichka Street No. 10 (CDRIM-building), first floor, Telephone: +389 71 886 564; **Beograd/Belgrade:** UNHCR Property Office, *Visegradska 23, Tel: 011/362-13-93; 362-13-94 Fax:011/361-27-48;* **Podgoricë/Podgorica:** Crnogorskih Serdara bb, tel. (081) 624-216;

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