



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 02/2010

№: 02/2010
Dated: 10 February 2010

Team Leader

Peje/Pec Regional Office

Salary level: L-3 (approximately 650 € gross monthly)
(Ref. №:KPA-004/2010)

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

- Management of the office
- The collections of documentation, including requests for repossession or administration of properties,
- Co-ordination and supervision of the implementation of KPA and HPCC/KPCC decisions, including liaison with KPS, EULEX Police and KFOR if needed;
- Co-ordination with the KPA-HQ and other KPA Regional Offices to ensure consistency, neutrality and transparency in all activities throughout Kosovo if needed.

Senior Administrative Assistant

Mitrovica Regional Office

Salary level: L-1 (approximately 496 € gross monthly)
(Ref. №:KPA-005/2010)

The position is located within the Regional Office and under the supervision of its Head of Regional Office the incumbent will assist the HRO and his/her specific duties will include but are not limited to:

- To assist in management of regional team;
- To assist and insert all notification reports from field activities in the region;
- To assist in carrying out verification of documents involved in a property rights claim;
- To carry out reply interviews as part of the claim processing;
- To manage an inventory on abandoned housing;
- To prepare and develop the cases of inventoried properties;
- To allocate and supervise the temporary allocation of vacant housing to persons in humanitarian need;
- To collaborate in the enforcement of decisions.

Deadline for submitting applications is 24 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:** Mbreteresha Teute 85, tel.(039) 431-668, fax. (039) 432-970; **Podgoricë/Podgorica:** Crnogorskih Srdara bb, tel. (081) 624-216; **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:** Vinicka Street No. 10 (CDRIM-building), first floor
Telephone: +389 71 886 564

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