



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 02/2011

№: 02/2011
Dated: 27 January 2011

Senior Legal Officer –Claims Processing Team HQ-Pristina

Level: L- 4 (approx. € 744 gross monthly)
(Ref. №:KPA-002/2011 re-advertise)

The position is located within the Claims Processing Team (CPT) under the supervision of its Coordinator. The incumbent is responsible for the review and processing of allocated claims in line with applicable law and procedures for referral to the Kosovo Property Claims Commission (KPCC) for adjudication. His/her duties include, but are not limited to:

- Request and scrutinize documentary evidence and make written legal assessments/recommendations;
- Conduct follow up interviews with parties to a claim;
- Provide the KPCC with all necessary support to ensure a swift and secure processing of the claims;
- Present claims to the KPCC during its sessions and Court, if/where necessary; and
- Conduct legal research if/when requested.
- Other tasks may be assigned to the incumbent as and when required by the line supervisor.

Required qualifications and experience

- University degree in Law; successful completion of bar exam, competence in international law, property law are all an advantage;
- Minimum 2 years of relevant professional experience, preferably in property law;
- Fluency in Albanian and/or Serbian oral and written language (including Cyrillic script) is essential;
- Command of oral and written English language;
- Previous experience in international law, property law, mass claims processing, drafting legal documents, presenting and arguing cases before a court or tribunal is an advantage;
- Strong communication, critical thinking and legal analysis skills are essential; and
- Computer literate, especially on Microsoft Office.

Legal Officer –Claims Processing Team HQ-Pristina

Level: L- 3 (approx. € 650 gross monthly)
(Ref. №: KPA-003/2011)

The position is located within the Claims Processing Team under the supervision of its Coordinator. The incumbent is responsible for the review and processing of allocated claims in line with applicable law and procedures for referral to the Kosovo Property Claims Commission (KPCC) for adjudication. His/her duties include, but are not limited to:

- Request and scrutinize documentary evidence and make written legal assessments/recommendations;
- Conduct follow up interviews with parties to a claim;
- Provide the KPCC with all necessary support to ensure a swift and secure processing of the claims; and
- Present and argue cases before the KPCC during its sessions and Courts if/where necessary;
- Conduct legal research if/when requested.
- Other tasks may be assigned to the incumbent as and when required by the line supervisor.

Required qualifications and experience

- University degree in Law; a Master's degree or equivalent, competence in international law, property law are all an advantage;
- Minimum 1 years of relevant professional experience, preferably in property law;
- Fluency in Albanian and/or Serbian oral and written language (including Cyrillic script) is essential;
- Command of oral and written English language;
- Previous experience in drafting legal documents, presenting and arguing cases before a court or tribunal is an advantage;
- Strong communication and analytical skills are essential; and
- Computer literate, especially on Microsoft Office.

Deadline for submitting applications is 10 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

Selia/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/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:** 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 Sedara bb, tel. (081) 624-216;www.kpaonline.org

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