



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 03/2010

№: 03/2010
Dated: 16 February 2010

Legal Officer, Document Verification Unit HQ-Prishtina

Salary level: L-3 (approximately 650 € gross monthly)
(Ref. №:KPA-006/2010)

Under the direction of the Coordinator of the Document Verification Unit and Team Leader his/her duties include, but are not limited to:

- Check/Asses the legal relevancy of the documents submitted by Claimants;
- Check and verify particular documents submitted by Respondent and/or the third party;
- Conduct quality control of all verification reports submitted from the Region Offices;
- Participate on developing internal procedure on verification;
- Check and research data from the KCA and uses the same data for approving the Consolidated Verification Report;
- Liaise with IT on maintaining electronic application related to verification issues;
- Coordinates with other units within the Agency, related to the Verification issues;

Driver/Interpreter Mitrovica Regional Office

Salary level: Service Contract (179.30 € gross monthly)
(Ref. №:KPA-007/2010)

Driver/Interpreter will be under supervision of the Head of Regional Office. He/She shall perform his/her duties in collaboration with staff in RO administration which includes:

- Drive office vehicles for transport of authorized personnel and delivery/collection of important legal documents and other items, as and when required.
- Participate in KPA evictions, illegally occupied residential property checks/visits, delivery of KPA Notifications, Verifications of claimed property addresses, etc.
- Provide verbal and/or written translation from Albanian and/or Serbo-Croatian and/or Turkish into English vice versa, as and when required;
- Do daily maintenance of the assigned vehicle and ensures that the vehicle is kept clean.
- Perform minor repairs and coordinate arrangements for regular service as per the passed mileages;
- Maintain/fill-up official vehicle paper work and ensure all relevant documentation is on place (insurance policies, traffic accident report forms, declaration forms, etc.;
- Ensure that the steps required by rules and regulations are taken in case of involvement in traffic accident/incident;

Deadline for submitting applications is 02 March 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 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 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:** ndërteser 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:** “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

www.kpaonline.org

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