



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 03/2011

№: 03/2011
Dated: 04 February 2011

Senior Legal Assistant – Claims Processing Team Pristina (HQ)

Salary level: L-2 (approximately € 567 gross monthly)
(Ref. №: KPA 004/2011)

The position is located within the Claim Processing Team (CPT) of the Executive Secretariat and under the direction of its Coordinator and substantive supervision of the Claim Commission; the incumbent is responsible for monitoring and managing all claim files within the CPT and between the CPT and other units. His/her duties include, but are not limited to:

- Physical and electronic file management of all files within the CPT, including the movement of files between the CPT and other units;
- Filing of documents for claims within CPT;
- Coordinate batching of claims to be sent to the Claim Commission;
- Scrutinize and conduct systematic and random quality control and where necessary cross reference other databases, of all claims before they are sent to Commission to ensure accuracy, high standards of quality and consistency and where necessary, make amendments in electronic and physical documents for signature of the Coordinator; and
- Prepare daily and weekly reports for the immediate supervisor.

Required qualifications and experience

- Secondary school;
- Preferably a graduate of law (law students will be considered);
- Previous work experience within a legal environment, preferably property law;
- Previous experience in physical and electronic file management will be an advantage;
- Fluency in Albanian and/or Serbian language (including Cyrillic script) is essential;
- Command of the English language.

Senior Administrative Assistant – Registry Implementation unit Pristina (HQ)

Salary level: L-1 (approx. € 496 gross monthly)
(Ref. №: KPA 005/2011)

The position is located under the direct supervision of the Registrar, Registry Implementation Unit; the incumbent is responsible for implementing the decisions made by the Claims Commission. His/her duties include, but are not limited to:

- Reviewing claims post-adjudication in compliance with the applicable procedures;
- Implementation of the claims that have been resolved and producing relevant documentation;
- Responding to queries and complaints/appeals from parties to proceedings and external entities;
- Filing of documents for claims within Registry Implementation Unit;
- Support KPA-staff on the relevant procedures as required;

Required qualifications and experience

- Secondary school;
- Preferably a graduate of law (law students will be considered);
- Previous work experience within a legal environment, preferably property law;
- Previous experience in physical and electronic file management will be an advantage;
- Fluency in Albanian and/or Serbian language (including Cyrillic script) essential;
- Command of the English language.

Deadline for submitting applications is 18 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 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:** "William Walker" (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; www.kpaonline.org

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