



# Kosovo Property Agency

## VACANCY ANNOUNCEMENT

№ 04/2010

№: 04/2010  
Dated: 24 February 2010

### Information Officer (Journalist), the Information Unit HQ-Prishtina

Salary level: L-4 (approximately 744 € gross monthly)  
(Ref. №:KPA-008/2010)

The position is located within the Information Unit and under the supervision of Head of Information Unit the incumbent is responsible for the implementation of the media- and information strategies of the Agency. His/her duties include, but are not limited to:

- Serve as the Agency's focal/contact point for the media;
- Monitor all media for relevant issues, enhance and maintain a centralized media library;
- Draft material for publication, incl. background papers for journalists, press releases, information for general dissemination, webpage articles and other articles for publication;
- Monitor and enhance the official web-sites of the Agency;
- Conduct research and participate in substantive work groups;
- Train and mentor assigned staff in media related issues; and
- Reply to requests from media and prepare press conferences.

### Required qualifications and experience:

- Degree/Diploma in Journalism, communication or other relevant discipline and two years of relevant professional experience in journalism, public relations or other work directly related to media;
- Strong creative and formal writing skills, (candidates will be tested);
- Excellent command of Albanian and/or Serbian languages and good command of the English language (candidate will be tested in all/both languages), and
- Excellent knowledge of computer applications.

### Deadline for submitting applications is 10 March 2010

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from [www.kpaonline.org/jobs](http://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](http://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](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](mailto: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:** Mbretresha 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:** "William Walker "nn Prizren (at EULEX base) Tel: (038) 760 610/ (038) 760 611; **Skopje:** Vinichka Street No. 10 (CDRIM-building), first floor  
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[www.kpaonline.org](http://www.kpaonline.org)

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