



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 04/2011

№:04/2011
Dated: 04 February 2011

Administrative Assistant, Pristina (HQ)

Salary level: KCB salary scale K-5 (app.179.30 € gross per month)

(Ref. №: KPA006/2011)

The position is located within the Administration Office. Under the overall supervision of the Section Leader Administration, the incumbent will be responsible for maintenance of the physical and electronic archiving of the KPA administrative documentation and other administrative tasks. His/her duties include, but are not limited to:

- Physical and Electronic archiving – according to KPA Internal Archive Procedure
- Scanning of documents submitted for archiving in PDF Format.
- Data entry – filling up variety of archiving applications. The relevant particulars/details shall be extracted from administrative documentation (electronic folders), summarised in the following areas: general (incoming/outgoing) correspondence, admin/logistics and miscellaneous; budget, accounting, finance and procurement; personnel;
- Preliminary quality control of the entered archiving data (Archiving Application) and the attached data file;
- Assisting the KPA Receiving Officer in completion of his daily duties
- Facilitation of flow of documents of Administration Unit.

Required qualifications and experience:

- Minimum completion of a Secondary School;
- Experience in archiving, file management, data entry and assets control will be an advantage
- Previous work experience in administration would be an advantage;
- Computer literate – Microsoft Office, Adobe Acrobat Professional;
- Command of English language;
- Working knowledge of Albanian and Serbian.

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 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:** 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; **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 Serdara bb, tel. (081) 624-216;

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