



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 05/2010

№: 05/2010
Dated: 05 May 2010

Administrative Assistant (Temporary position)

Peje/Pec Regional Office

Salary level: KCB (approximately 179.30 € gross monthly)

(Ref. №:KPA-009/2010)

The Administrative Assistant (AA) will be employed in the KPA RO Peje/Pec under the supervision of the Head of Regional Office (HO) and he/she shall report to him/her. The AA will assist the HO to enable him/her and the office to fulfil their duties and responsibilities in providing high quality administrative support, effectively and efficiently, to KPA staff and to assure a proper receipt of KPA visitors/clients. In generic terms, however, the main duties can be described as follows:

- Provide effective and day to day administrative support as required for the units/sections;
- To undertake initiative and ensure that the office premises are in a proper order;
- To undertake initiative and ensure that IT, Communication and RO equipment is always in proper conditions;
- Managing and filing of incoming/outgoing KPA official correspondence with HQ and other KPA RO (administrative and legal);
- Make photocopy of official documents as required;
- Do scanning of documents in proper order as required;
- Transferring incoming and outgoing messages to the right recipient;
- Other tasks may be assigned to this post as and when required by HO.

Required qualifications and experience:

- Minimum secondary education;
- Certificate or diploma in related field will be an advantage;
- Minimum one year work experience in Business & Administration or relevant field;
- Proven ability and knowledge of office procedures;
- Excellent communication skills;
- Very good knowledge of modern office equipment;
- Computer literate – “Microsoft Office” Package;
- Fluent in Albanian and Serbo-Croatian Languages;
- Working knowledge of English;

Deadline for submitting applications is 19 May 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 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 no.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; **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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