



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 05/2011

№: 05/2011
Dated: 8 April 2011

**Senior Administrative Assistant, the Regional Office
Pristina Regional Office**
Level: L-1 (approx. € 496 gross monthly)
(Ref. №:KPA-007/2011)
Under the supervision of its Head of Regional Office the incumbent is responsible for management one of the teams in the region, which is responsible for the review of humanitarian and inventory cases sent by the municipalities to the Regional Office.

**Head of IT Unit
HQ Pristina**
Level: NPO-A (approx. € 1188 gross monthly)
(Ref. №:KPA-008/2011)
Under the supervision of the Executive Director, the incumbent is responsible for overall management of all IT related issues, including management of IT staff consisting of four units i.e. Networking, Database/Programming, Web design and IT/Comms Helpdesk. The Head of IT will be responsible for managing of KPA IT systems and all IT activities within KPA.

**Senior Administrative Assistant, the Human Resources Office
HQ Pristina**
Level: L-1 (approx. € 496 gross monthly)
(Ref. №:KPA-010/2011)
Under the direct supervision of the Head of Human Resources. The incumbent is responsible for assisting HR Office in day to day business.

**Archiving Assistant, File and Data Management
HQ Pristina**
Level: L-0 (approx. € 279 gross monthly)
(Ref. №:KPA-011/2011)
Under the direction of the Team leader and substantive supervision by the Registrar., the incumbent will be responsible for maintenance of the physical and electronic claim archives of the KPA.

**Senior Archiving Assistant, File and Data Management
HQ Pristina**
Level: L-1 (approx. € 496 gross monthly)
(Ref. №:KPA-012/2011)
Under the direction of the Team leader and substantive supervision by the Registrar, the incumbent will have responsibility for maintenance of the physical and electronic claim archive of the KPA.

**Legal Officer –Claims Processing Team
HQ Pristina**
Level: L-3 (approx. € 650 gross monthly)
(Ref. №: KPA-014/2011)
The position is located within the Claims Processing Team under the supervision of its Coordinator. The incumbent is responsible for the review and processing of allocated claims in line with applicable law and procedures for referral to the Kosovo Property Claims Commission (KPCC) for adjudication.

Deadline for submitting applications is 22 April 2011

Detailed Terms of References and requirements for these positions may be downloaded from www.kpaonline.org/jobs or collected at any of the KPA offices. Interested applicants are requested to apply online through KPA web site:

<http://www.kpaonline.org/jobs.asp>

Applications from qualified women are encouraged. Preference will be given to equally qualified internal candidates. Only short-listed candidates will be contacted.

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;www.kpaonline.org

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